

# **PUTNAM COUNTY, NEW YORK EMPLOYEE HANDBOOK**



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## Welcome to Putnam County

As a member of our team, you play an integral part in serving the people of Putnam County! This handbook serves as an introduction to Putnam County and covers the rights, benefits, responsibilities, and duties you have as an employee<sup>1</sup>. We encourage you to use it as a resource to help you DO the best you can for the people we all serve.

For some employees, this handbook will differ from their collective bargaining agreement. Please be sure to follow your collective bargaining agreement in those situations.

From time to time, it may become necessary to revise County policies. Therefore, Putnam County reserves the right to change the policies contained herein. This updated Employee Handbook replaces all earlier versions.

To view the Putnam County Charter, click [here](#)



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<sup>1</sup> Nothing contained in this Handbook shall be construed to deny or restrict any employee of the rights granted under the New York State Civil Rights Law, Civil Service Law, or any other applicable laws and regulations



**PUTNAM COUNTY EXECUTIVE  
KEVIN M. BYRNE**

Dear New Putnam County Employee,

Welcome to Putnam County Government and thank you for coming on board as a vital member of our team.

Know that as public servants, we must put our best self forward to represent the values and ethics of the constituents we've been charged to serve. The services our county workforce provides impacts so many people who call this county home. I know these services would not be possible without the skilled workforce you have now joined. The work you will provide is meaningful, and I hope you can take pride in that during your tenure here.

On behalf of the nearly 100,000 residents of Putnam County, thank you for the dedication and service to our community.

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin Byrne", written over a circular stamp or watermark.

Kevin M. Byrne  
Putnam County Executive

## **Putnam County: A brief history**

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### Putnam: Origins

When the Half Moon, a Dutch East India trading company vessel, anchored in the Hudson in 1609, they encountered the local inhabitants, a band of Native Americans called the Wappingers. In 1691, two Dutch traders purchased a portion of what would become Putnam County from the Wappingers, selling it six years later, to Adolph Philipse. He then obtained a royal patent for land extending all the way from the Hudson to Connecticut, an area to be known as the Philipse Patent.

In 1737, the Philipse Patent became the South Precinct of Dutchess County. During the French and Indian War, many of the Wappingers went to Massachusetts. The Wappingers returned after the war and sued to regain the land, arguing they had been defrauded, however, the Philipse claims were upheld.

### Putnam: The Revolution

During the Revolutionary War, the control of the Hudson Highlands was critical for success. For part of the Revolution, the defenders of the Highlands were commanded by General Israel Putnam.

Statues and markers commemorate two interesting events that occurred in Putnam during this time. The first marks the flight of Benedict Arnold following the discovery of his treachery. There are also multiple markers and statues commemorating the night-long ride of Sybil Ludington. In April 1777, the 16-year-old daughter of Colonel Henry Ludington roused the area militia under her father's command to march to Connecticut where British troops were. The militia succeeded in driving the British back. Although there is no contemporary documentation of the event, Sybil's feat is firmly established in local tradition.

The sachem (chief) Daniel Nimham and the Wappingers supported the American cause during the Revolutionary War, killing many of them. Nevertheless, when the lands of the Philipses were granted to patriots following the war, the Wappingers received no reward causing most of them to leave the area.

### Putnam: The beginning

Because the Philipses had been Loyalists during the war, most of their lands were confiscated and sold. This was an opportunity for people looking for vacant land and brought about an influx of immigrants to the County. In 1812, the State Legislature formed Putnam County after realizing that Southern Dutchess was too far from its seat in Poughkeepsie and taking note of the increasing population.

Putnam's position on the Hudson River provided an easy and inexpensive means of transportation. In 1815, the Philipstown Turnpike Company was organized to improve a toll road across the County from Cold Spring to Connecticut. Wagons on the turnpike brought goods, produce and iron ore west and east across the county.

In 1817, the West Point Foundry began. The events of the War of 1812 compelled the Federal Government to create a domestic munitions industry. Cold Spring's location on the Hudson was ideal: it had river transportation, waterpower, iron ore from nearby mines, and fuel from the charcoal making close at hand. The Foundry's demand for workers, brought Putnam's first flood of European immigrants.

By the mid-19th century, Gail Borden built his new milk processing plant in Brewster, taking advantage of the two railroads that traveled to Putnam County. His operation required nearly 90,000 quarts of milk. Transportation of his condensed milk utilized the railway while the transportation of raw milk to Brewster encouraged the development of good roads in the area.

### Putnam: Civil war and beyond

Although small, Putnam County played a role in the Civil War. About a third of the men and boys served in the military, and four distinguished fighting generals are associated with Putnam. Putnam contributed to the cause by feeding the troops and civilians. Declining sheep farming received a boost by a renewed demand for woolen clothing when southern cotton was unavailable.

Between the Civil War and World War I, industry and agriculture changed. Iron mining and the West Point Foundry, were unable to compete with ore from Michigan and Minnesota and iron manufacturing in Pennsylvania, causing an exodus of people. New York City's need for more drinking water caused it to look to the Croton River watershed to supply its needs. From 1866 to 1906 dams and reservoirs took over the farmable land, forcing many farmers out of Putnam County. The population of the County declined precipitously, losing almost 4,000 residents between 1910 and 1920.

### Putnam: Early tourism

The abandonment of the mines and farms, the creation of the reservoirs, and the preservation of open space contributed to the beauty of Putnam County and created a new industry, summer tourism. Hotels, inns, and boarding houses around the lakes attracted vacationers. The existing railroads and the Putnam Division of the Harlem Railroad, built in the 1880s, made Putnam a vacation mecca for New York City.

In the early 20th century, improved roads brought more summer tourists. Following WWI, there was need for better roadways and during the Great Depression, most of the county's dirt roads were paved. In 1931, the Taconic State Parkway reached Putnam County. Soon, bungalow colonies sprang up, and cheap land was laid out in developments of summer homes, like those in Lake Peekskill, Lake Carmel, and Putnam Lake. "A place in the country" was now accessible for many New York City residents.

Putnam County's natural beauty made it a desirable summer area. Its many lakes and reservoirs were attractive for fishing and water sports. Snowdale Farm in Brewster utilized the beauty of the area and the increasing transportation options to draw high-profile visitors from as close as Westchester and as far as Texas, becoming part of a flourishing recreational tourism industry for African Americans. The abandoned mines and farms in the northwestern part of the county reverted to nature eventually becoming the forested Clarence Fahnestock State Park in 1929, further expanding on the growing tourism options.

Throughout the 1920s and 30s, the year-round population began to grow. Apple, egg and poultry farming gradually replaced many of the dairy farms. Construction trades and the service industry were stimulated by the summer population. People discovered that they could live in Putnam County and still commute to New York City. A new Putnam County was in the making.

### Putnam: Growth

During the last half of the 20<sup>th</sup> century, Putnam became part of the New York City suburbs. WW2 veterans and many workers found one could live in Putnam and commute to work. While not as convenient as Westchester, Putnam offered less expensive housing, good schools, and a safe environment. New year-round housing developments sprang up throughout the county and summer homes were rapidly converted to all-year homes.

For several decades, Putnam has been the one of fastest growing counties in the State. As of today, Putnam County is 246 square miles with six towns and three villages. According to a 2019 estimate by the Census Bureau, it has a population of 98,320. Putnam can also boast that it's the home of the largest Buddha statue in the Western hemisphere. Only time will tell what is next for Putnam County, but it is always important to reflect upon where we have been, before considering where we should go next.<sup>2</sup>

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<sup>2</sup> Putnam County Historian webpage

**SECTION ONE: EMPLOYEE BENEFITS**



Based upon position, employees may be eligible for a variety of benefits. For more information, please contact the Personnel department. If you are part of a collective bargaining unit, please be sure to refer to your specific contract regarding your benefits.

**Management/Confidential Health Insurance**

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This section applies specifically to PUMA employees and management/confidential employees that are *not* covered by a Union Contract. Please refer to your specific union contract for information about your health insurance benefits.

**A. EMPLOYEES HIRED PRIOR TO APRIL 11, 2006**

Any employee of the County classified in the Management Confidential category and employed by the County as of midnight on April 10, 2006, and who elected to participate in the County employee health insurance program shall pay a portion of the premium cost of such health insurance coverage pursuant to the following schedule:

Years of County Employment	Amount of Premium Payable
9+	10%
5-8	15%
0-4	25%

**B. EMPLOYEES HIRED APRIL 11, 2006 AND AFTER**

Any employee of the County classified in the Management Confidential category and employed by the County as of midnight on April 10, 2006, and who elected to participate in the County employee health insurance program shall pay 25%, which shall not be diminished during such employee’s term of employment, except as provided as for.

**C. EMPLOYEES HIRED AFTER APRIL 1, 2016**

Employees shall work a minimum of thirty (30) hours per week on an annual basis to be eligible for the County health insurance program

**D. EMPLOYEES PROMOTED FROM NON-MANAGEMENT/CONFIDENTIAL TO MANAGEMENT/CONFIDENTIAL**

Employees that are promoted to Management/Confidential after April 1, 2016 who elect to participate in the County employee health insurance program and who work a minimum of thirty (30) hours per week on an annual basis shall pay pursuant to the following schedule:

Years of County Employment	Amount of Premium Payable
9+	10%
5-8	15%
0-4	25%

*Per Putnam County [Resolution #227 of 2015](#)*

**Retiree Health Benefits**

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All current retirees shall be provided a retirement health insurance benefit in accordance with the following contribution schedule, which amount shall be calculated at the full year amount at time of retirement and shall not be increased due to an increase in a retiree’s pension amount as a result of a Cost of Living Adjustment (COLA) thereafter:

Annual amount of pension benefit	Amount of premium payable by retiree
\$65,000 & higher	30%
\$52,500-\$64,999	25%
\$40,000-\$52,499	21.5%
\$30,000-\$39,999	18%
\$20,000-\$29,999	13%
\$10,000-\$19,999	10%
\$0-\$9,999	8%

Retirees health insurance coverage eligibility shall be determined in accordance with the following:

Date of hire	Years of required minimum allowable service
prior to April 1,1975	5
April 1,1975 - January 1, 1982	10
January 1, 1982- January 1, 2005	15
After January 1, 2005	25

A. SPECIFIC PROVISIONS AND LIMITATIONS

- Any Post-Retirement Health insurance Benefits granted herein shall not be construed to be an entitlement. Such benefits may be altered or eliminated as the Legislature may from time to time determine by resolution, and may include differential rates based on the date of hire, age at date or retirement and/or length of service
- With respect to any persons having already retired from County employment, post-Retirement Health Insurance Benefits cannot be the subject of collective bargaining between the County and any collective bargaining unit
- Dual Family Coverage shall not be permissible. Proof that no secondary or additional coverage is applicable may be sought by the County and is required to be provided by any Retiree or Retiree Surviving Spouse

B. APPLICABILITY

- These provisions are applicable to any retirees except for a retiree who had been a member of the Putnam County PBA as an active employee for a period covered by the Award referenced below. The post-retirement health insurance benefits for such retirees shall continue to be governed by the “Final and Binding opinion and award of the tripartite arbitration panel” of the New York State Public Employment Relations Board, dated February 15, 2007, or applicable collective bargaining agreement between the County of Putnam and the Putnam County PBA.
- These provisions shall also not apply to anyone who has been or will be appointed by the Sheriff of Putnam County to the title of Lieutenant of Captain of the following Law Enforcement Divisions:
  - Civil Division
  - Road Patrol Division
  - Communications Division
  - Bureau of Criminal Investigation Division

C. REQUIREMENTS

- Any employee who wishes to file for retiree health insurance must already be enrolled in the health insurance for a minimum of six (6) months prior to retirement
- Any employee who files for retirement subsequent to November 9, 2015 and who is otherwise eligible for health insurance benefits in retirement shall provide the County of Putnam with a copy of the letter from the New York State and Local Retirement System which outlines the completed calculations and the final retirement allowance for said newly retired Employee within ten (10) business days of receipt of said letter.
- All retirees are required to provide the Putnam County Commissioner of Finance with a W-2, 1099 or other proof of income Form by no later than March 1<sup>st</sup> of each year, so that said Retiree’s exact contribution can be calculated.
- Failure to comply with the provisions of this Section shall result in a calculation of the Retiree’s Health Insurance costs at the maximum contribution rate of thirty percent (30%).

Per Putnam County [Resolution #227 of 2015](#)

## **Retiree Surviving Spouse**

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- For surviving spouse benefits, an employee must have worked for the County for a minimum of ten (10) years.
- Surviving Spouses of Retirees who became eligible for health insurance coverage prior to January 1, 2005 shall pay and continue to pay annually, approximately one-half of the cost of the health insurance coverage of the retiree, based on the cost of such policy at the time of the retirees death, but in no case shall it be less than \$64.64
- The surviving spouse of a retiree who becomes eligible for health insurance coverage by the County on or after January 1, 2005, shall continue to be covered under the Retiree's contribution requirement during the month of death or the retiree and three (3) months thereafter. The retiree surviving spouse may then elect to continue the health insurance coverage for the remainder of that calendar year. The rate paid by the retiree surviving spouse shall be adjustable.

*Per Putnam County [Resolution #227 of 2015](#)*

**SECTION TWO: EMPLOYEE POLICIES AND GUIDELINES**

## **EMPLOYEE TIME ACCRUAL AND USE**

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### **Bereavement Leave**

The following policy shall only apply to management confidential employees. All collective bargaining employees should refer to their current contract.

- In the event of death in the employee's immediate family, he/she shall be granted time off without loss of regular pay up to a maximum of four (4) consecutive workdays, not chargeable to sick leave accruals, one of which shall be the day of death, or day of funeral. However, no employee shall receive less than three (3) working days. However, any leave requested and granted beyond said four (4) days shall be considered and charged as "sick leave" provided said employee has sufficient accrued sick leave.
- Leave taken by reason of death in an employee's immediate family shall be limited to the following relatives: mother, father, brother, sister, spouse, child, mother-in-law, father-in-law, grandfather, grandmother, grandchildren, current stepparents and step-children. 3. Reasonable verification of the death may be required by the County.

### **Blood Donation Leave**

County employees working more than twenty (20) hours a week shall be entitled to donate blood twice annually, at no charge to their accruals, at blood drives held either on County property or organized by Putnam County. Employees are encouraged to schedule a donation when available and inform their Supervisor/Department Head of the time of their donation at least two (2) working days beforehand.

### **Donation of Time**

Employees may donate time to another Putnam County Employee, if certain criteria are met.

- The receiving employee must be out on sick leave and be determined to be ill, disabled or recovering from a serious illness, accident, or surgery. This is determined on a case-by-case basis by the Personnel department.
- The receiving employee must have depleted all of their available sick, compensatory, personal, and vacation time
- If the time out is related to a Worker's Compensation OR short-term disability, the employee must first deplete said benefits. Donated time CANNOT be used as a substitute for, on in lieu of, available disability benefits.
- The donated time is limited to two (2) weeks per donor, per occurrence of illness.

If you believe you need a donation of time and are eligible, please speak to your department head. All requests for time donation are made by the department head to the personnel office for review. If granted, donation may be made within the requesting department. If the illness is such that the department cannot cover the sick period with donated time, the department head may request that the personnel department open up to donation to all county employees. [For form click here](#)

*Per Resolution [#443 of 2009](#)*

### **Family Medical Leave Act (FMLA)**

The FMLA requires Putnam County to provide up to twelve (12) weeks of unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Employees are eligible if they have worked for Putnam County for at least one (1) year and for twelve hundred fifty (1250) hours over the previous twelve (12) months AND one of the following reasons has been met:

- the birth of a child and to care for the newborn child within one year of birth;
- the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- to care for the employee’s spouse, child, or parent who has a serious health condition;
- a serious health condition that makes the employee unable to perform the essential functions of his or her job; OR
- any qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent is a covered military member on “covered active duty”; OR
- Twenty-six workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember’s spouse, son, daughter, parent, or next of kin (military caregiver leave)

The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met. Ordinarily, employees must provide thirty (30) days advance notice when the leave is foreseeable. Putnam County may require medical certification of support a request for leave because of a serious health condition and may require a second or third opinion (at the expense of Putnam County). The County may additionally require a fitness for duty report to return to work.

For the duration of the FMLA leave, Putnam County must maintain the employee’s health coverage under any “group” plan. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

Employers are prohibited from interfering with, restraining, or denying the exercise of, or the attempt to exercise, any FMLA right. Any violations of the FMLA or Putnam County’s regulations constitute interfering with, restraining, or denying the exercise of rights provided by the FMLA.

Employers are prohibited from discriminating or retaliating against an employee or prospective employee for having exercised or attempting to exercise any FMLA right.

Employers are prohibited from discharging or in any other way discriminating against any person, whether or not an employee, for opposing or complaining about any unlawful practice under the FMLA.

- All persons, whether or not employers, are prohibited from discharging or in any other way discriminating against any person, whether or not an employee, because that person has:
- Filed any charge, has instituted, or caused to be instituted, any proceeding under or related to the FMLA;
- Given, or is about to give, any information in connection with an inquiry or proceeding relating to any right under the FMLA; or
- Testified, or is about to testify, in any inquiry or proceeding relating to a right under the FMLA.

**All leaves must be approved in writing by Personnel before the leave begins.** Employees are required to provide thirty (30) days advance leave notice unless notice is precluded by emergency.

The following procedure should be followed for all FMLA requests:

1. Employee requests leave in writing to his/her Department Head ([Find form here](#))
2. Department head recommendation is submitted to Personnel
3. Personnel forwards to employee the FMLA Eligibility document and Medical Certification for completion
4. Approval/Denial is sent to employee by Personnel
5. Once approval is received, the leave may begin

For more information, see the United States Department of Labor website, [here](#)

**Jury duty and court appearance leave**

A management/confidential employee required to serve as a juror or to appear in court, other than for personal matters, such as for divorce, child support, bankruptcy, etc., pursuant to subpoena or court order, shall be granted a leave with pay for such required attendance provided that any fees received for such attendance shall be paid to the County, exclusive of fees received for transportation.

Employees that are members of a collective bargaining agreement should refer to their current contract.

**Military Leave**

Putnam County supports the rights and obligations of its employees to serve in the Armed Forces of the United States. The Uniform Services Employment and Reemployment Rights Act (USERRA) of 1994 and New York Military Law §242, provides for job and benefits protection for an individual who has left his or her job to enter service in the uniformed services of the United States. It also prohibits discrimination in the hiring, promotion, reemployment, termination and benefits of an individual on the basis of their membership in the uniformed services. Putnam County values the sacrifice made by these employees and wish to expand upon these laws.

A. **ELIGIBILITY**

Employees are eligible for military leave employment protections up to a maximum of five (5) years.

B. **NOTICE**

To qualify employees shall notify their department head, in writing, at least four (4) weeks in advance of the leave, unless notice is precluded by military necessity or it is impossible or unreasonable to give such notice. Notice should be provided via the Notification of Military Leave form (attached) and should be accompanied by the employee's military orders for such leave. This form must be provided to the department head or assigned person in the department. Employees may also designate a contact person in the event there are questions during the employee leave using the Military leave Contact Person Designation form. (attached)

C. **COMPENSATION**

For any leave taken for military service, excluding regular ROTC training, employees shall receive their regular Putnam County pay for a period of thirty (30) calendar days or twenty-two (22) days, whichever is more beneficial to the employee. Employees shall be eligible for a total of two hundred sixty (260) days within a five year period as per the eligibility guidelines.

For a period of up to two hundred and sixty (260) working days thereafter an employee will be compensated for the difference between his or her regular base pay and military pay while on military leave. Base pay shall include both longevity and any payments applicable to employee as a result of an appropriate bargaining agreement.

In order to receive a pay differential, the employee must present proof of military compensation to the personnel department no later than 14 days of receipt of first payment by the military. Employees are not entitled to pay differential without providing the requisite financial documentation. In the event an employee continues to receive full pay from Putnam County while on leave, beyond the initial payment period of 30 or 22 days, they shall immediately notify their department head and the personnel department. In the event an employee received full salary during the period of time in which differential pay should have been issued, they shall be responsible for reimbursing Putnam County the amount of the overpayment. The method of repayment shall be negotiated pursuant to appropriate methods in the New York State Taylor Law. Employees who knowingly collect additional monies and who fail to notify the county may be subject to disciplinary action.

D. BENEFITS

Employee health benefits will continue for the period of time an employee is receiving pay differential. This shall extend to the employee's spouse and children when the employee is enrolled in family coverage.

The employee shall also continue to accrue vacation, sick leave credits and personal day credit as per their Collective Bargaining Agreement while they are receiving pay differential.

The benefits shall be made available on the same terms and conditions as such benefits would otherwise have been available.

E. RETIREMENT

During the period of time the employee is receiving pay differential, the County of Putnam shall report the employee's earnings to New York State Retirement System, however, these earnings will be considered non-pensionable as per New York State Law. The employee may subsequently contact the New York State Local Retirement System in order to request service credit. This request may require a service credit payment if contributions were required at the time the earnings were earned.

F. CHANGE IN LEAVE SCHEDULE

In the event there is a change in the leave schedule, the employee must notify their department immediately. Notification may be made in any of the following ways:

1. The department head or appointed timekeeper will fill out a Military Leave Amendment Form. This must indicate how they were notified by employee and include a copy of the amended orders OR
2. The contact person designated by the employee completes the Military Leave Amendment Form. This must indicate how they were notified by employee, their relationship to employee, and include a copy of the amended orders OR
3. The employee may complete Military Leave Amendment Form and include a copy of the amended orders.

Failure to notify the County of amendments to the leave schedule may result in delay of differential pay.

G. RETURNING TO WORK

Employees on Military Leave are entitled to reinstatement, in accordance with NY Military Law §243, if application is made up to ninety (90) days after the termination of military duty so long as,

1. The leave was for less than five years; and
2. The position was of a permanent nature; and
3. They were not dishonorably discharged from service

Employees who fail to notify Putnam County of a dishonorable discharge from service that occurs while on military leave may be subject to disciplinary action.

The position held by the employee engaged in military leave shall, so far as practicable, be filled only if public interest requires. If deemed necessary, the position shall be filled a substitute appointment.

In the event the position held by the employee on military leave is abolished prior to their return, their name shall be placed on a preferred eligible list.



#### H. PROCEDURE

1. Four (4) weeks prior to leave, or as soon as possible thereafter, employee completes the military leave notification form prior to the start of the leave, and provide it to their department head or designated timekeeper ([find form here](#));
2. Department sends the notification form to the Personnel Office and County Finance;
3. Personnel and Finance annotate the employee file;
4. Employee then provides proof of military payroll;
5. Department sends completed RPC to the personnel department including orders and military pay information/proof;
6. Differential pay begins as soon as possible thereafter\*\*;
7. Employee notifies department of their return+.

\*\* Payroll is stopped once the NYS mandated 30/22 days ends if military payroll information has not been provided.

+ In the event there is an amendment to the leave, the department must notify personnel and payroll as soon as possible. An RPC must be completed and sent to the personnel department with the amended orders attached.

*Per New York State [Military Law](#) §242, [Putnam County Resolution #141 of 2021](#)*

#### **Leave for Bone Marrow Donors and Organ Donors**

Any employee of Putnam County employed against a budgeted position shall be allowed up to seven (7) workdays of paid leave to undergo a medical procedure to donate bone marrow and up to thirty (30) workdays of paid leave to serve as an organ donor. An employee is required to give at least fourteen (14) days prior written notice to the appointing authority of his/her intention to use leave under this resolution, unless there is a medical emergency arrested to by a physician that would require the employee to undergo the medical procedure for which leave is sought within that fourteen-day notification period. This leave is available each time an employee serves as a bone marrow or organ donor and is in addition to any other leave allowed.

Under this provision, employees are eligible for paid leave without charge to accruals, for either full or partial days, while serving as either a bone marrow donor or an organ donor or recovering from the procedures involved, as long as the donor does not receive any compensation for this donation. The leave with pay without charge to accruals includes any necessary travel time, as well as any medical testing or other procedures to determine bone marrow or organ donation compatibility.

The leave is available only to the extent that it conflicts with the employee's work schedule. Employees who undergo bone marrow and organ donation outside their regular work schedule, for example on a personal day, do so on their own time. Employees absent on a holiday for the purpose of bone marrow or organ donation are considered to be observing the holiday and are not granted compensatory time off for bone marrow or organ donation for the holiday.

For employees on part-time or alternative work schedules, a work day is based on the length of the employee's scheduled work day. For example, a half-time employee who is scheduled to work 3.5 hours a day and a full-time employee on a compressed workweek who is scheduled to work more than 7 hours per day have each used one workday of entitlement under this resolution if absent for a full work shift.

If an employee uses the leave under this resolution in less than a full day unit, the leave is calculated as a fraction of the employee's work day. For example, a full-time employee who works 7 hours a day and who is absent for 3.5 hours for bone marrow donation has used one half-day of his/her entitlement.

The appointing authority may require verification by a physician regarding the purpose and length of each leave requested by the employee under this policy.

The requesting employee must complete the "Bone Marrow or Organ Donation Request for release time" form and submit to their Department Head/supervisor. A second form, the "Verification of Organ or Bone Marrow Donation), must be completed by the attending physician and returned to the Department Head. These forms can be found later in this handbook. ([find form here](#))

### **Leave request for cancer screening**

County employees are allowed up to four (4) hours per year of paid leave to receive a cancer screening This leave is apart from any other accumulated leave benefit and is available ONLY for time required during working hours. This paid leave is not to be deducted from accrued leave time.

There are two (2) forms required for an employee to take this leave. The first is the "Cancer Screening Request for release time". This form should be submitted to and signed by the employee's supervisor prior to the leave. The second form is the "verification of cancer screening visit." This form should be completed by the person giving the screening exam. Once both forms are completed, please forward to the Personnel Department to be placed in the employee's file. ([find form here](#))

*Civil Service Law §159-b, amended 2008, amended 2018*

### **Time off to Vote**

An employee may request two (2) hours of paid leave to vote if the following conditions are met:

- The employee is a registered voter AND
- There is less than four (4) hours between the opening of the polls and the start of the employees shift OR
- There is less than four (4) hours between the end of the employees shift and the close of the polls

The time must be taken at the start or end of the employees shift, as designated by the employer, UNLESS another time is mutually agreed to.

Notice must be provided to the employer not less than two (2) days, but no more than ten (10) days, before Election Day.

Employers MUST conspicuously post notice of such available time not less than ten (10) days before Election Day. Such notice shall be kept posted until the close of the polls on Election Day.

*Per [N.Y. Election Law](#) §3-110*

## **EMPLOYEE HEALTH, SAFETY, AND WELLNESS**

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### **Drug Free Workplace**

The County recognizes that the state of an employee's health affects his job performance, the kind of work he can perform, and may affect his opportunities for continued employment. The County also recognizes that alcohol and drug abuse rank as major health problems. It is the intent of this policy to provide employees with the County's viewpoint toward these disorders, and to provide guidelines for consistent handling throughout the County

regarding alcohol and drug use. This policy is applicable to all county employees. Employees in collective bargaining agreements should refer to their current contract.

The County intends to give the same consideration to employees with alcohol and other drug dependencies as it does to employees having other diseases. The County is only concerned with those situations where use of alcohol and other drugs interferes with any employee's health and job performance, adversely affects the job performance of other employees or is considered so serious as to be detrimental to the County's business. There is no intent to intrude on the private lives of employees.

Early recognition and treatment of chemical dependency problems is important for successful rehabilitation, economic return to the County and reduced personal, family, and social disruption. The County supports sound treatment efforts, and an employee will not place his job in jeopardy if he conscientiously seeks help. Constructive disciplinary measures may be used to motivate employees to seek help. Normal County benefits, such as sick leave and the group medical plan, are available to help in the rehabilitation process. The Employee Assistance Program is considered the cornerstone of this policy.

**Legal drugs:** The use of any legally obtained drug, including alcohol, to the point where such use adversely affects the employee's job performance, is prohibited. This prohibition covers arriving on County premises under the effects of any drug which adversely affects job performance, including drugs prescribed by a doctor. Where physician-directed use of drugs adversely affects job performance, it is in the best general interest of the employee, co-workers, and the County that sick leave be used.

**Illegal drugs:** For the purpose of this policy, illegal drugs include drugs which are not legally obtainable and drugs which are legally obtainable but have been obtained illegally.

The sale, purchase, transfer use or possession of illegal drugs, as defined above, by employees on County premises or while on County business is prohibited. Arriving on County premises under the influence of any illegal drug is prohibited.

Any employee engaging in the sale or dispensing of illegal drugs on County premises or while on County business will be suspended immediately, pending investigation.

Any employee found purchasing, intentionally transferring, possessing, or using illegal drugs on County premises or while on County business is subject to disciplinary action, up to and including termination. It is the intent of the County, however, to encourage and assist such employees in treatment or rehabilitation whenever appropriate.

Any employee convicted under a criminal drug statute for violation occurring on or off County premises while conducting County business must report such conviction to the county within five days. Failure to report will subject the employee to disciplinary measures. The County must notify the federal government of such convictions within ten days.

**Arrests:** Any employee arrested for a drug or alcohol related offense while on County business is encouraged to report such arrest within five days so that appropriate treatment and rehabilitation can be recommended.

A. **TYPES OF DRUG TESTING**

**Pre-employment:** Applicants being considered for hire must submit to a drug test before beginning work or receiving an offer of employment. Pre-employment test results must be **negative** in order for an applicant to move forward.

In the event of a dilute negative with creatinine levels between 5 and 20 mg/dl, the applicant shall be offered a secondary drug screening. Prior to the second screening, the applicant shall have the opportunity to provide medical documentation explaining the dilute test results.

Reasonable suspicion: Employees are subject to testing based on (but not limited to) observations by two supervisors or County officials that have received training in the identification of behavior indicative of use of a controlled substance. Documentation of the employees conduct via the “Reasonable Cause/Reasonable suspicion testing form” shall be prepared and signed by the witnesses within 24 hours.

Random Testing: Employees not holding a commercial drivers license required to drive as a regular part of county business may be subject to random testing as dictated by their collective bargaining agreement.

Post-accident: Putnam County Code Section 112-6 through 112-8 strictly prohibits the use of alcohol, controlled substances, and illegally used drugs while operating a county motor vehicle or operating a motor vehicle whilst on County business. Employees are subject to testing in the event there is an accident. Testing includes urinalysis as well as breath testing. The alcohol test should be performed within 2 hours of the accident. If not tested within 2 hours, the driver may be tested for alcohol up to 8 hours following the accident. The drug test will be performed within 32 hours of the accident.

## B. TESTING PROCEDURES

The testing program required by the regulations is limited to five drug types: (1) Marijuana, (2) Cocaine, (3) Opiates, (4) Amphetamines, (5) Phencyclidine (PCP).

All drug testing must be done from urine specimens collected under highly controlled conditions. Specimen collection procedures require a designated collection site; security for the collection site; chain of custody documentation; use of authorized Personnel; privacy during collection; integrity and identity of the specimen.

The Substance Abuse and Mental Health Services Administration certifies laboratories that have met all of the guidelines established by the Department of Health and Human Services.

A split specimen collection will be done. That is, the urine is divided into two specimen bottles. This is done so if the test result of the primary specimen is positive, you may request the employer’s Medical Review Officer to send the second (or split) specimen to a different certified lab for testing (see procedure below).

After the urine specimen has been collected and forwarded to the laboratory, two tests may be performed. The initial test is the immunoassay test. This is a screening test to determine drug usage for the five classes of drugs. If the results of the initial test are negative, the testing laboratory will advise the employer’s Medical Review Officer (MRO) that the drug test for was negative.

If the first test is positive, a second test, known as a confirmation test is done. The second test is done by a different method which is even more accurate (and expensive) than the first. All specimens identified as positive on the initial test must be confirmed using gas chromatography/mass spectrometry techniques. Only specimens that are confirmed positive on the second test may be reported as positive to the Medical Review Officer.

The Medical Review Officer will contact you directly, using the telephone number you supplied on the drug test form, to notify you of a positive test and to investigate for alternate explanations for a positive test. If you want the secondary split specimen, from the initial date of collection, tested you must advise the

MRO within 72 hours of being notified of the positive test result of the primary specimen. The costs for the split sample tests will be shared equally by the County and the employee.

#### C. CONSEQUENCES

Pre-employment Testing: Any applicant with a drug test result of positive, dilute positive or who has refused testing shall be disqualified from the hiring process for a period of one year. In the event the position which has been applied for is a safety-sensitive position there is a blanket disqualification.

Employee Testing: Employees who violate this policy by refusing or testing positive shall have a mandatory evaluation by a substance abuse professional (SAP). THE SAP will then make a treatment recommendation. If the SAP determines the treatment was successful, the SAP will send a report of compliance to your employer. Your employer (or a future employer) can then order a return-to-duty test, which must be negative.

If the SAP determines that you didn't cooperate with the treatment plan, or that you didn't participate appropriately, the SAP will send a report of non-compliance to your employer, and you will have to continue with the program. **If you return to work, you will be subject to follow-up testing.** Employees who test positive or refuse a second time shall be subject to disciplinary action up to and including termination.

#### D. TIPS TO AVOID DILUTED TEST RESULTS

Consuming large amounts of water/liquids can cause drug test results to be diluted. This can cause unclear results and could result in the retesting of employees. A dilute negative test will not automatically be considered a negative test. This is because the large water quantities in the urine sample can obscure results. To avoid retesting or possible disciplinary action, employees and applicants can follow the below tips when they are taking known or scheduled drug tests.

- Don't drink excessive water (more than one full glass of water) or any liquids at least two hours before sample collection, and reduce intake for six-eight hours before test
- Avoid caffeinated beverages such as coffee, tea, soda, or energy drinks, and other diuretics (including supplements)

#### E. EFFECTS OF ALCOHOL AND DRUGS ON HEALTH, WORK, AND PERSONAL LIFE

Impaired employees endanger themselves, fellow workers, and other innocent citizens. Employees with drugs or alcohol in their systems are less productive and more likely to injure themselves or other persons in an accident. Alcohol and drug abusing employees increase the costs related to lost productivity, absenteeism, accidents, theft, and treatment programs. Also, medical costs are higher and are passed on to the employer in the form of higher insurance rates. Alcohol and drug abuse costs both the employer and the employee. Alcohol remains the number one abused drug in this country. Alcohol consumption causes many changes in behavior and even low doses can impair the judgement and coordination required for driving. Moderate to high doses cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. If combined with other depressant drugs, much lower doses of alcohol will produce the effects just described. Long-term consumption of large quantities of alcohol can lead to permanent damage to the brain and the liver.

Alcohol and substance abuse is a complex problem-calling for specialized supervision and care: Don't cover-up for a person who you think has a substance problem. Don't make excuses for them or do their

work for them. The problem is not going to go away. Don't enable the person to continue the alcohol or drug abuse.

Some of the most noticeable signs of drug abuse are drowsiness, respiratory depression, constricted pupils, nausea, slurred speech, excitement, loss of appetite, poor perception of time and distance, relaxed inhibitions, disoriented behavior, watery eyes, runny nose, chills and sweats, convulsions, apathy, depression, and the use of drug paraphernalia. Some of the signs and symptoms of alcohol misuse are the odor of alcohol, slurred speech, staggering, tremors, vomiting, cramps, delirium, loss of appetite, using arms for balance, leaning against walls and doorways, swaying while maintaining balance, and confusion.

## F. DEFINITIONS

1. Adulterated specimen- A specimen that has been altered, as evidenced by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.
2. Controlled Substance- Any drug which has been deemed illegal under the New York State Penal Law <sup>3</sup>; for example cocaine, marijuana, valium, anabolic steroids). This term does NOT include the use of prescribed drugs which have been legally obtained and are being used for the purposes for which they were prescribed.
3. County property- Includes all buildings, offices, facilities, grounds, parking lots, lockers, places and vehicles owned, leased or managed by Putnam County or any site on which the county is conducting business.
4. Dilute urine sample- A urine specimen with creatinine and specific gravity values that are lower than expected for human urine, typically reported when values are lower than 20mg/dL
5. Dilute positive- A urine sample with a creatinine of less than 20mg/dL with detectable levels of the controlled substances which are subject to testing. This shall be treated as a positive drug screen.
6. Dilute negative- A urine sample with a creatinine of less than 20mg/dL with no detectable levels of the controlled substances which are subject to testing. A dilute negative test will not automatically be considered a negative test. If after a first drug screening results as dilute negative, and the second drug screening produces a dilute negative of any quantity, the applicant shall be disqualified for the purposes of employment.
7. Drug Paraphernalia- Any items which are used for the administering, transferring, manufacturing, testing, secreting, or storing of a controlled substance and/or an illegally-used drug.
8. Illegally-Used Drugs- Any prescribed drug which is legally obtainable but has not been legally obtained or is not being used for prescribed purposes, all “designer drugs” not listed in the Controlled Substances Act, and any other over-the-counter or non-drug substance being used in a manner that is not intended
9. Medical Review Officer (MRO)- A licensed physician who is responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug test results

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<sup>3</sup> See Title M, Article 220 of the New York State Penal Law or in Scheduled I-IV as defined by Section 802(6) of Title 21 of the United States Code (21 USC 802(6))

10. Refuse to cooperate- To obstruct the collection or testing process; to submit an altered, adulterated or substitute sample; to fail to show up for a scheduled test; to refuse to complete the requested drug testing forms; or to fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure. Employees who leave the scene of an accident without justifiable explanation prior to submission to drug and alcohol testing will also be considered to have refused to cooperate and will automatically be subject to discharge.
11. Under the influence of alcohol - An alcohol concentration equal to or greater than .04, or actions, appearance, speech or bodily odors that reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use.
12. Under the influence of drugs- A confirmed positive test result for illegal drug use per this policy. Also included, the misuse of legal drugs (prescription and possibly OTC) when there is not a valid prescription from a physician for the lawful use of a drug in the course of medical treatment (containers must include the patient's name, the name of the substance, quantity/amount to be taken and the period of authorization).

### GETTING HELP

Substance or alcohol abuse is an illness, not a character flaw. If you think you might have a problem, get help before it is too late. Leave the treatment and counseling of persons with an abuse problem to the professionals.

#### **Employees Assistance Program (EAP)**

Monday-through-Friday  
914 995-6070

#### **SAMHSA's National Helpline**

1-800-662-HELP (4357)

The Substance Abuse and Mental Health Services Administration (SAMHSA) National Helpline is a free, confidential, 24/7, 365-day-a-year treatment referral and information service (English/Spanish) for individuals and families facing mental health disorders and substance addictions. They can refer you to therapists, counselors, treatment programs, and support groups in your area.

#### **Drinking Drivers Program**

Monday through Friday  
845 808 1641 EXT. 46018

#### **Partners in Safety**

845-341-0515

### **Discrimination and Sexual Harassment Prevention Policy and procedure**

#### **POLICY STATEMENT**

Putnam County is an equal opportunity employer committed to compliance with federal, state and county laws prohibiting employment discrimination. Putnam County has an unwavering commitment to provide a working atmosphere conducive to maintaining the dignity of all its workers and free from all forms of discrimination, including sexual harassment. All employees are required to work in a manner that prevents harassment in the workplace. Sexual harassment in the workplace, like other forms of harassment, is not merely inappropriate or

unprofessional, it is against the law<sup>4</sup>. Harassment based on sex (with or without sexual contact) is a violation of Title VII of the Federal Civil Rights Act of 1964, as amended, and the New York State Human Rights Law.

This policy also applies to harassment that violates discrimination laws but is not sexual in nature. Harassment by reason of an individual's age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity or expression, familial status, predisposing genetic characteristics, criminal history, and any other group of persons covered by federal or state law is also prohibited by this policy and will be addressed through the same procedures as outlined below.

This policy applies to everyone having a relationship with Putnam County, including, but not limited to, all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with Putnam County<sup>5</sup>. All employees will be expected to comply with this policy and to take appropriate action so that acts of harassment or discrimination do not occur.

#### A. GENERAL ANTI-DISCRIMINATION AND HARASSMENT PROTECTIONS

Every Putnam County employee is entitled to work in an environment that is free from all forms of discrimination, including sexual harassment, and its harmful economic, psychological, and physical effects. Putnam County prohibits all forms of harassment and discrimination, including but not limited to the following areas:

- Harassment, discrimination, or hostile work environment on the basis of an individual's age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity or expression, familial status, predisposing genetic characteristics, criminal history, and any other characteristic protected by law;
- Retaliation against an individual for filing a charge of discrimination, participating in an investigation, or opposing discriminatory practices;
- Employment based decisions based on stereotypes or assumptions about abilities, traits, or performance of individuals of a protected class;
- Denying employment opportunities to a person because of marriage to or association with an individual of a protected class;
- Failure to reasonably accommodate the disability of an otherwise qualified employee or prospective employee, unless doing so would impose an undue hardship on the County; and
- Failure to reasonably accommodate the religious belief of an employee or prospective employee, unless doing so would impose an undue hardship on the County.

Unlawful harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

As part of Putnam County's commitment to preventing sexual harassment, employees must attend annual sexual harassment prevention training sessions as required by the county. Additional counseling or guidance in support of our commitment to maintain a harassment-free environment is available through the Putnam County

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<sup>4</sup> While this policy specifically addresses sexual harassment, harassment because of and discrimination against persons of all protected classes is prohibited. In New York State, such classes include age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity or expression, familial status, predisposing genetic characteristics, and criminal history.

<sup>5</sup> In the remainder of this document, the term "employees" refers to this collective group.



Personnel Department and/or the County's Employee Assistance Program (EAP).

B. WHAT IS “SEXUAL HARASSMENT”?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) County law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender. Sexual harassment is unlawful when it subjects an individual to inferior terms, conditions, or privileges of employment. Harassment need not be severe or pervasive to be unlawful and can be any harassing conduct that consists of more than petty slights or trivial inconveniences. Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment; or
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, or which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called “quid pro quo” harassment.

Any employee who feels harassed should report it so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of sexual harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
  - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
  - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
  - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
  - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.

- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
  - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
  - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
  - Sabotaging an individual's work;
  - Bullying, yelling, name-calling.

Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer, or visitor.

C. REPORTING HARASSMENT OR DISCRIMINATION

***Preventing harassment, including sexual harassment, is everyone's responsibility.*** Anyone who believes they have been subject to, or has witnessed harassment, discrimination, or any other conduct which may violate this policy should report the conduct to a supervisor, department head, the Personnel Officer, the Office of Equal Employment Opportunity/Affirmative Action, or EEO Compliance Officer. The employee may choose where to report such conduct. At any time, any employee who needs guidance as to how to proceed in filing a complaint or requires assistance at any time should contact the Personnel Officer, at (845) 808-1650.

Reports of harassment or discrimination may be made verbally or in writing. A form for submission of a written complaint is included at the end of the employee handbook, and all employees are encouraged to use this complaint form. Employees who are reporting harassment or discrimination on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a target of harassment or discrimination may also seek assistance in other available forums, as explained below in the section on Legal Protections.

D. SUPERVISORY RESPONSIBILITIES

All supervisors and managers who receive a complaint or information about suspected harassment, discrimination, or any other conduct which may violate this policy, observe what may be harassing behavior or for any reason suspect that harassment is occurring, are required to report such suspected harassment to the Personnel Officer. Failure of department heads, managers and supervisors to comply with the

responsibilities set forth in this policy may result in disciplinary action and, in some cases, personal civil liability.

E. COMPLAINT AND INVESTIGATION OF SEXUAL HARASSMENT

Any incident which may be a violation of this policy should be promptly reported. All complaints or information about harassment will be investigated, whether that information was reported in verbal or written form.

a. How to Report

Anyone who believes that he/she has been subject to harassment, discrimination, or other conduct which may violate this policy, or who has observed such conduct (whether affecting them or anyone else), should immediately report the conduct to a supervisor, department head, the Personnel Officer, the Office of Equal Employment Opportunity/Affirmative Action, or EEO Compliance Officer. The employee may choose where to report such conduct. At any time, any employee who needs guidance as to how to proceed in filing a complaint or requires assistance at any time should contact the Personnel Officer, at (845) 808-1650. ([find reporting form here](#))

If a complainant reports conduct which may violate this policy to a supervisor or department head, or if a supervisor or department head independently observes or knows of such conduct, the supervisor or department head shall promptly report this information to the Personnel Officer. If a supervisor or department head receives an initial report from a complainant in verbal form, the supervisor or department head must also document the complaint in writing and provide that document to the Personnel Officer.

b. Time Frame

Any incident which may be a violation of this policy should be reported as soon as possible after an alleged act of discrimination or harassment takes place. An employee's failure to promptly report harassment or discrimination may delay the investigation, make it more difficult to gather information necessary to investigate the report, and impede the County's ability to take prompt remedial action.

c. Investigation

Once the County has received a verbal or written complaint of discrimination or harassment, an investigator will be assigned by the Personnel Officer. If the Personnel Officer deems it necessary, a request to the County Attorney may be made for the assignment of someone outside of the Personnel Department to conduct such investigation. The investigator will serve as a neutral factfinder, and not as an advocate for any particular side. The investigator will conduct a prompt, thorough, and fair investigation. This investigation may include interviewing the parties involved and any relevant and necessary witnesses, as well as reviewing appropriate records or documents. The particular facts of the allegation will be examined individually, including the nature of the alleged conduct and the context in which the conduct allegedly occurred. Employees who have been accused of harassment or discrimination will be afforded the opportunity to offer and present information in response to the allegations made against them. Additionally, the parties involved may elect to have a union representative present while he/she is interviewed regarding the allegations. The Complainant will be kept closely informed of the investigation's progress.

The County will make every effort to keep such complaints, and its investigation of the same, confidential to the extent deemed reasonably practicable. The purpose of this provision is to protect the confidentiality of the employee who files the complaint, to encourage the reporting of any incidents of discrimination and sexual harassment, and to protect the reputation of any employee wrongfully charged with a violation of this policy. It is incumbent upon any employee who is a party or witness to an investigation to refrain from discussing the investigation.

Information regarding an allegation or complaint under this policy will only be disclosed to the limited

extent necessary to conduct a complete and thorough investigation of the complaint and to the extent necessary to properly remedy the situation. A full investigation may be impossible without disclosing certain information to the investigator, the parties involved, potential witnesses or individuals whose participation is necessary to appropriately remedy the situation.

Upon completion of the investigation, the investigator will summarize his/her findings in writing. The investigator's findings will be discussed with the proper department head(s) and with each party, as appropriate. Copies of such findings are not distributed to the parties in order to preserve the confidentiality of the matter. Where a violation is found, the investigator may issue a brief statement that is provided to the offender's supervisor and placed in the offender's personnel file. Records of the investigation are kept in a secure location accessible only to the Personnel Officer.

d. Remedial Action

Any employee who is found to have committed an act of harassment or discrimination may be subject to remedial or disciplinary action up to and including termination. The investigator, the Personnel Officer, and the appropriate department head, in conjunction with the County Attorney, will determine what remedial or disciplinary action may be necessary.

Depending upon the severity of the infraction and the facts and circumstances surrounding the incident, the County has the discretion to impose remedial or disciplinary action which may include, but is not limited to, an oral warning, a written warning placed in the employee's personnel file, a demotion, a suspension from work without pay, a transfer to another job and/or location, or termination of employment, in accordance with the applicable collective bargaining agreements and/or state and federal law.

At any time during this process and upon the consent of the parties involved, the parties may be sent to the County Employee Assistance Program (EAP) for potential resolution, or to mediation, or any other services as may be recommended or appropriate.

F. RETALIATION

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a harassment or discrimination claim. Some examples of retaliatory behavior include, but not limited to the following:

- unwarranted discipline;
- providing inaccurate work information to, or ignoring or refusing to cooperate or discuss work-related matters with an employee because that employee has complained about or resisted harassment;
- discrimination.

Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours). Such retaliation is unlawful under federal, state, and (where applicable) County law. The New York State Human Rights Law protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:

- made a complaint of harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving harassment under the Human Rights Law or other anti-discrimination law;
- opposed harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;

- reported that another employee has been harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

#### G. LEGAL PROTECTIONS AND EXTERNAL REMEDIES

Harassment, including sexual harassment, is not only prohibited by Putnam County but is also prohibited by state, federal, and, where applicable, County law.

Aside from the internal process at Putnam County, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

##### a. State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time **within three years** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, within three years of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to Putnam County does not extend your time to file with DHR or in court. The three years is counted from the date of the most recent incident of harassment. You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR. DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: [www.dhr.ny.gov](http://www.dhr.ny.gov).

Contact DHR at (888) 392-3644 or visit [dhr.ny.gov/complaint](http://dhr.ny.gov/complaint) for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

##### b. Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal antidiscrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. §2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate

the complaint and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred.

An employee alleging discrimination at work can file a “Charge of Discrimination.” The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669- 4000 (TTY: 1-800-669-6820), visiting their website at [www.eeoc.gov](http://www.eeoc.gov) or via email at [info@eeoc.gov](mailto:info@eeoc.gov). If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

c. Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the Putnam County Sheriff’s Department or the local police where the conduct occurred.

d. Contact the Division of Human Rights Hotline

People experiencing sexual harassment in the workplace may use the free and confidential hotline 1-800-HARASS-3 (1-800-427-2773) to connect with pro-bono attorneys on sexual harassment issues. Complaints may also be submitted online at <https://dhr.ny.gov/complaint>

H. FALSE COMPLAINTS

Putnam County recognizes that false accusations of harassment, including sexual harassment, can have serious deleterious effects on innocent individuals. Any employee who, in bad faith, makes a false complaint or statement, whether during an investigation or otherwise, is subject to disciplinary action.

CONCLUSION

Putnam County is committed to maintaining a workplace free of sexual harassment and discrimination by prohibiting inappropriate and disrespectful conduct, and by ensuring that employees are not subjected to an intimidating, hostile, or offensive work environment. Actions, words, jokes, or comments based on an individual's age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity or expression, familial status, predisposing genetic characteristics, criminal history, or any other legally protected status will not be tolerated.

Putnam County believes in the dignity of every individual and recognize the rights of all people to equal opportunity and to a workplace free from all forms of harassment and discrimination. We trust that all employees of Putnam County will continue to act responsibly in maintaining a pleasant working environment, free of harassment for all.

*Per Resolution #224 of 2006, New York Human Rights Law, Civil Rights Act of 1964. [2019 updates viewable here.](#)*

Nursing Mothers

STATEMENT OF POLICY

Putnam County will accommodate requests from employees who need to express breast milk during the workday, in accordance with the terms and conditions of this Policy. This Policy is designed to comply with all applicable laws, including the Fair Labor Standards Act (FLSA) and New York Labor Law § 206-c.

## DEFINITIONS

Employee: All people employed by Putnam County; including full-time, part-time, and temporary workers.

Lactation Room: A sanitary place, other than a restroom or toilet stall, that can be used to express breast milk shielded from view and free from intrusion. The lactation room does not need to be a dedicated or permanent space. "Lactation room" shall be used to refer to the space being used by an employee for the purpose of expressing breast milk.

## POLICY AND PROCEDURES

### Amount and Frequency of Time Needed

Putnam County will provide an employee with reasonable unpaid break time, or the opportunity to use their available paid break time or mealtime, to express breast milk for up to three (3) years following childbirth.

The duration of a break can vary depending on the personal needs of the covered employee. Generally, each break shall be no less than twenty to thirty minutes, however employees can elect to take shorter breaks for this purpose if appropriate for their circumstance. The number of breaks that a covered employee will need to take may vary based on the employee's physical needs and specific circumstances. Putnam County shall provide break time at least once every three hours if requested by the employee.

### Space Requirements

The lactation room must include at minimum:

- A chair;
- A work surface;
- Nearby access to running water; and
- If the space is supplied with electricity, an electrical outlet

Each lactation room shall be well lit at all times through either natural or artificial light. If the room has a window, it shall be covered with a curtain, blind, or other covering to ensure privacy. Putnam County must maintain the safety and cleanliness of a lactation room set aside for the use of employees expressing breast milk at work and ensure such room is free of hazardous materials. To ensure privacy, the room should have a door equipped with a functional lock. If a door with a functional lock is not available, a sign shall be posted advising that the room is in use and not accessible to other employees or the public.

If a room designated to serve as a lactation room is also used for another purpose, the sole function of the room shall be as a lactation room while the employee is using the room to express breast milk. When an employee is using the room to express milk, Putnam County shall provide notice to other employees that the room is given preference for use as a lactation room.

A lactation room shall be in reasonable and close proximity to such employee's work area (i.e., within a walking distance that does not appreciably lengthen the break time). If the workplace/worksites has access to refrigeration, access to refrigeration shall be extended to the employee for the purposes of storing the expressed milk. Putnam County is not responsible for ensuring the safekeeping of expressed milk stored in any refrigerator on its premises. The employee is required to store all expressed milk in closed containers, regardless of the method of storage and to bring such milk home with her each evening.

Another room or location (such as a vacant office or the employee's office) also may be used as a lactation room, provided that the room/location otherwise accords to the standards set forth in this Policy. As a last

resort, a cubicle may be made available as a lactation room, provided that the cubicle is fully enclosed with a partition, with walls at least seven feet tall, and otherwise accords to the standards set forth in this Policy.

#### Process of Requesting the Use of a Lactation Room

Covered employees have a right to request a lactation room. The process for requesting break time to use a lactation room to express milk is as follows:

1. Prior to returning to work or as soon as possible thereafter, employees should make a request to their Department Head. The request should include the anticipated duration of request, and an approximation of the number of breaks per day the employee is requesting.
2. Department heads should respond by providing employee with access directions for the room in that location.
3. When two or more covered employees need to use the room at the same time, the employee(s) also should contact their department head who will determine the process for the use of the room. The department head will discuss options with the employees to determine what arrangement will address each of the employee's needs. Options may include: finding an alternative clean space free from intrusion; sharing the space among multiple users; or creating a schedule for use. Any accommodation will ensure each employee is afforded a reasonable amount of time to pump.
4. When the lactation room is not a dedicated space, there should be a clear indication of when the room is being used as a lactation room and that it may not be used for any other purpose during that time. When possible, a schedule should be created to allow for maximum use of the space by all users.
5. Department heads are responsible for forwarding all requests to the Personnel Department.
6. If the department head is concerned that a request will pose an undue hardship, they should immediately contact the Personnel Department. The personnel Department will endeavor to assist the department in finding a solution.

#### ANTI-DISCRIMINATION

It is unlawful to discriminate in any way against an employee who chooses to express milk in the workplace. Supervisors and co-workers are reminded to respect and be sensitive to an employee's choice to nurse, as well as to her other efforts to do what she considers best for her child.

*Per New York Labor Law §206-c [see NYS guidelines here](#)*

#### **Workers Compensation/on the job injury**

Accidents occasionally happen. While work related injuries are infrequent and most often are minor, the potential for more serious injury cannot be eliminated. The proper course of action for an injury that occurs during working hours necessarily depends on its type and the severity. For a more serious injury, the first step is always to get medical attention/treatment as quickly as possible. For a minor injury or accident, a supervisor should first be contacted (circumstances permitting), then first aid or medical treatment secured.

An Employee Report of Work-Related Injury Form should be completed if an employee is injured on the job. The Employee Report of Work-Related Injury Form is available on the Putnam County Intranet Site on the Risk



Management page. The completed form should be emailed within 24 hours to Mat Bruno, Risk Manager at [mat.bruno@putnamcountyny.gov](mailto:mat.bruno@putnamcountyny.gov) and Dawn Alterman, Office Manager, at [dawn.alterman@putnamcountyny.gov](mailto:dawn.alterman@putnamcountyny.gov) and should contain as much information that is known at the time. Note: the email should indicate whether the employee is filing a Workers' Compensation Claim. (Sometimes the injury is minor, and the report is sent for informational purposes only.)

The original form should be completed in full. Questions 14 & 15 should state how much time the employee lost due to the work-related injury. The form is to be signed by the employee, preparer, supervisor, and department head and sent through interoffice mail to Risk Management. If the employee is filing for Workers' Comp and has lost time due to the work related injury, a C-11 Form must be completed upon his/her return to work or whenever it is requested (For long term injuries, the Workers' Compensation Board will periodically request a new C-11). A C-11 Form can be found on the Putnam County Intranet Site on the Risk Management page under "Workers Compensation Forms".

In order to ensure that the employee is not charged for sick time associated with a work related injury, it is suggested that the employee present a signed doctor's note to their department head stating the recommended date the employee can return to work and if there are any additional work restrictions. Law enforcement employees in the Sheriff's Office may also qualify for 207(c) Workers' Compensation claims for injuries incurred in the line of duty. Please check your collective bargaining agreement for additional details.

### **Workplace Violence prevention**

Putnam County provides a safe workplace for all employees and visitors to County facilities. To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand all provisions of this workplace violence prevention policy.

#### **A. PROHIBITED CONDUCT**

We do not tolerate any type of workplace violence committed by or against employees or visitors to County facilities. Employees are prohibited from making threats or engaging in violent activities.

The list of behaviors below, while not inclusive, provides examples of conduct that is prohibited:

- Causing physical abuse or injury to another person;
- Stalking;
- Making threatening remarks;
- Workplace Bullying or aggressive or hostile behavior that creates a reasonable fear of injury to another person;
- Intentionally damaging employer property or property of another employee;
- Brandishing a weapon while on County property or while on County business;
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

#### **B. REPORTING PROCEDURES**

Any potentially dangerous situations must be reported immediately to a supervisor, the 911/Sheriff's Department, and the Personnel Department. All reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled and the results

of investigations will be discussed with them. Putnam County will actively intervene at any indication of a possibly hostile or violent situation.

C. RETALIATION

Retaliation against an employee who makes a good faith report of violence or other disruptive behavior is strictly prohibited and shall be subject to appropriate corrective or disciplinary measures. An employee, who in bad faith makes a false report, may be subject to disciplinary action.

D. RISK REDUCTION MEASURES

Hiring: The Personnel Department takes reasonable measures to conduct background investigation, as permitted by law, to review candidates' backgrounds and reduce the risk of hiring individuals with a history of violent behavior.

Safety: Putnam County Workplace Prevention Taskforce will conduct inspections of County premises to evaluate and determine any vulnerability to workplace violence or hazards. Risk factors and any necessary corrective action to reduce the risk will be identified.

Employee Assistance Program: The Putnam County Employee Assistance Programs (EAP) is an employee benefit program available to all employees and their immediate family members. This effective program establishes a confidential support service with trained counselors who are enabled with the proper resources to help employees deal with personal problems that might adversely affect their work performance, health, and well-being. EAP can also provide a program for diffusing workplace anger and violence and help work through workplace violence issues.

Individual Situations: While we do not expect employees to be skilled at identifying all potentially dangerous persons, employees are expected to exercise good judgment and to inform their supervisor and/or Personnel Department if any employee exhibits behavior that could be a sign of potentially dangerous situations.

Early Warning Signs of Potential Violence: Past behavior has generally been the best predictor of future behavior. There is no specific "profile" of a potentially dangerous individual. Acts of violence may also occur in the workplace due to issues of domestic disputes. Sometimes victims and witnesses recount acts of violence that occurred without warning. However, certain patterns of behavior and events frequently precede episodes of violence.

A list of indicators of increased risk of violent behavior may include:

- Direct or veiled threats of harm;
- Intimidation, belligerence, bullying or other inappropriate behavior directed at others;
- Numerous conflicts with supervisors and employees; verbal comments indicating expressions of hostility directed at coworkers, supervisors, or others;
- Bringing an unauthorized weapon to work, brandishing a weapon in the workplace, making inappropriate reference to guns or fascination with weapons;
- Fascination with incidents of workplace violence, statements indicating approval of the use of violence to resolve a problem, or statements indicating identification with perpetrators of workplace homicides;
- Statements indicating an increased tone of desperation from the person, feeling that normal interventions to solve the problem will not work, feeling hopeless about a situation at work, with family, financial, and other personal problems;
- Signs of abuse of drugs/alcohol on or off the job;

- Extreme or uncharacteristic changes in behavior or displays of emotion;
- Employees with on-going domestic difficulties; or
- Employees with a temporary order of protection.

These behaviors should be reported to an employee's supervisor, manager, Personnel Department and/or the Workplace Violence Prevention Taskforce. The Director of Personnel is available to assist supervisors and managers in dealing with such behavior. Some behaviors may require immediate intervention, and others may require disciplinary action.

Sometimes, small behavior problems, which can precede the above behaviors, are dismissed or ignored, allowing problems to fester. In the employee's mind, the situation can become more intense. Early involvement may be the appropriate intervention. It is important to remember the employee must be treated with dignity, mutual respect and fairness in this process. Some of these types of behavior are listed below:

- Withdrawal from friends, coworkers, and/or one's social circle;
- Reduced productivity;
- Unexplained absence from work area or marked increase in tardiness and/or absenteeism; or
- Noticeable deterioration of personal hygiene and appearance.

#### E. COMMON ISSUES THAT MAY TRIGGER WORKPLACE VIOLENCE

##### Employee issues:

- Negative performance review;
- Unwelcome change in role due to performance or reorganization issue;
- Criticism of performance;
- Conflict with coworker or supervisor;
- Personal stress outside the workplace; or
- Increased workload or pressure, e.g. deadlines, projects, etc.

##### Workplace issues (any of the following may be an employee's perception of issues):

- No clearly defined rules of conduct;
- Lack of training;
- Inadequate hiring practices/screening of potential employees;
- Insufficient supervision;
- Lack of discipline or inconsistent discipline in workplace;
- Lack of or inadequate employee support systems;
- Failure to address incidents as they occur; or
- Overly authoritarian management style.

Taking this into account, there are three key elements that may help to prevent a violent situation from occurring:

- Recognizing the early warning signs (such as a change in a person's behavior preceding an episode of violence);

- Recognizing issues or events that may trigger violence;
- Early intervention to prevent a violent incident from occurring.

Please note: It is important to be careful when drawing assumptions or relying solely on any of the above behaviors as indicators of potential violence.

F. DANGEROUS/EMERGENCY SITUATIONS

Employees who confront or encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Employees should remain calm, make constant eye contact and talk to the individual. If 911/Sheriff department and/or a supervisor can be safely notified of the need for assistance without endangering the safety of the employee or others, such notice should be given.

G. ENFORCEMENT

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, as per Civil Service Law or the established collective bargaining agreement, up to and including termination where applicable. Nonemployees engaged in violent acts on County premises will be reported to the proper authorities and fully prosecuted.

[For reporting form click here.](#)

**EMPLOYEE TRAVEL**

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**Meal Allowance**

The following rates of reimbursement shall be allowed for meals, excluding alcohol, when an employee, whether management or union, is required by their department head to attend a conference, seminar, or training, when overnight accommodation is required:

	With receipt provided with 60 days of travel
Breakfast	\$8.00
Lunch	\$10.00
Dinner	\$20.00
<b>TOTAL</b>	<b>\$38.00</b>

*Per Resolution #151 of 1996, amended by Resolution #59 of 2012*

**Mileage Reimbursement**

The mileage rate for all employees including management, confidential and union, shall be the Internal Revenue Service Standard Reimbursement rate for accounting to one's employer in effect at the time of travel. A mileage reimbursement form must be completed.

*Per Resolution #152 of 1996*

**Vehicle Policy**

Putnam County's motor vehicle policy shall apply to any and all Putnam County Departments and employees, including but not limited to all elected officials: Putnam County Executive, Putnam County Legislature, Putnam County Clerk, Putnam County coroners, Putnam County District Attorney, Putnam County Sheriff, and nonelected department heads, management, CSEA and DSBA employees, as well as any other employee who uses a County-owned or -leased vehicle in order to perform their assigned and/or elected duties on behalf of the residents of Putnam County. Solely, the Putnam County Executive shall oversee the policy, while operational

compliance of said policy shall be the responsibility of each elected official and each department head with respect to their individual departments, to ensure that the policy is being enforced.

A. GENERAL INTENT AND POLICY

It is the intent of the County of Putnam to provide County-owned or -leased vehicles for use by County employees to enhance their efficiency in their positions and to enable them to provide appropriate services to the public we serve. It is also the intent of the County of Putnam to provide a framework within which such vehicles will be used, so as to ensure the safety and general welfare of all County employees and members of the general public.

B. GENERAL STANDARDS OF OPERATION

All County personnel who operate a vehicle owned or leased by the County must use such vehicle in compliance with all motor vehicle and traffic laws as promulgated by the New York State Department of Motor Vehicles and/or any subdivision of New York State.

C. COLLECTIVE BARGAINING APPLICABILITY

To the extent that the provisions of this policy conflict with and contradict the terms and provisions of collective bargaining agreements, such provisions shall not be enforceable against members of such bargaining unit until such time as those provisions are negotiated into the bargaining unit contract.

D. DEFENSIVE DRIVER SAFETY COURSE REQUIREMENTS

All employees who, as part of their job responsibilities, are required to operate a County-owned or -leased vehicle shall be required to participate in and be certified in the defensive driver safety course within the earlier of one year from the effective date of this policy, or within one year of their employment in such position, unless such course was unavailable or due to extenuating circumstances, in which case the employee will participate in the next available course. Said course shall be given at no cost to the employee and shall be repeated and renewed by each County employee in accordance with all applicable state regulations, so as to insure that said employee maintains a current and valid certificate of completion from said course at all times. The Putnam County Risk Manager shall have the responsibility to track and ensure that all employees affected by this requirement are in compliance.

E. ALCOHOL AND DRUG USE PROHIBITED

All County employees who utilize County-owned or -leased vehicles, on whatever basis, shall not engage in the use of alcohol or unauthorized controlled substances while using said vehicle. Furthermore, should drivers of County-owned or -leased vehicles engage in the use of alcohol or unauthorized controlled substances, they shall be subject to drug and alcohol testing in accordance with any applicable state and federal statutes and/or applicable bargaining unit contracts.

F. ALCOHOL TESTING

In the event that a County-owned or -leased vehicle is involved in an accident, the employee shall submit to an Alconsensor/Breathalyzer test within one hour of the accident, or as soon as possible thereafter but in no event beyond two hours of the time of the accident. Failure to comply with such test procedures shall be deemed a violation of this policy. This section will be implemented immediately, except where it conflicts with any union bargaining agreements.

G. DRUG TESTING

In the event that a County-owned or -leased vehicle is involved in an accident and probable cause of being under the influence of drugs is determined by a law enforcement officer, the employee shall submit to a urinalysis test within one hour of the accident, or as soon as possible thereafter but in no event beyond two hours of the time of the accident. Failure to comply with such test procedures shall be deemed a violation

of this policy. This section will be implemented immediately, except where it conflicts with any union bargaining agreements.

#### H. RESTRICTED USE OF COUNTY VEHICLES

- a. No employee of the county shall be entitled to the use of a County-owned or -leased vehicle on a twenty-four-hour basis as a condition of employment. Any and all vehicles that are assigned on a twenty-four-hour basis to those employees serving the County Executive and Sheriff will be under the approval authority of the County Executive and under the approval authority of the County Sheriff with respect to vehicle assignments within the Sheriff's Department. Under no circumstance shall a County vehicle be assigned to the County Executive on a twenty-four-hour basis
- b. The Sheriff, Commissioner of Highways and Facilities, and Commissioner of Emergency Services serve in positions of responsibility which require them to be on call on a twenty-four hour basis. For that reason, coupled with security considerations and the need for access to communications equipment, it is the intent of this provision to authorize the above individuals unrestricted use of their assigned County vehicles while in the County or while attending to authorized County business. All other provisions of this vehicle policy apply to the above-referenced positions.
- c. County employees, other than those three listed above, who are assigned vehicles on a twenty-four-hour basis will be given this privilege in order to insure that they have around-the-clock access to said vehicle in light of the fact that said employees are on call as well as to insure that they have access to the vital communications equipment contained therein. Despite the foregoing, however, said employees shall not utilize a County Vehicle when traveling on personal or private business.
- d. No County-owned or -leased vehicle, including those of the Putnam County Sheriff's Department, shall be driven outside Putnam County with the following exceptions:
  1. To perform the duties of their employment during normal business hours of the County. Under no circumstances, during those hours, shall a vehicle go beyond the four contiguous counties to Putnam (Dutchess, Orange, Rockland, Westchester) without notification to the County Executive's Office. If the vehicle must travel outside those parameters, to or into nearby Danbury, New Fairfield or Ridgefield, Connecticut, the County Executive's Office must be informed prior to dispatch, or as soon as possible, or the next business day.
  2. If a vehicle is required to leave the borders of Putnam County other than during normal business hours of the County, it must be reported to the County Executive's Office on the first County business day following the event.
  3. In either of the two exceptions listed above, a copy of the dispatch that required the vehicle to leave the borders of Putnam County must be provided to the County Executive on the first business day following the event.
- e. Additionally, the use of County-owned or -leased vehicles by County employees, other than those holding the positions listed above, shall be determined by the County Executive, and by the Putnam County Sheriff with respect to vehicles assigned to the Sheriff's Department. In so doing, the County Executive shall develop and dictate policy to individual department heads, who shall then be charged with the responsibility of carrying out said policy on a day-to-day basis.
- f. Under no circumstances shall a County employee utilize a County vehicle for the purpose of regularly commuting to and from his or her place of County business. Rather, it is the intent and purpose of this

policy to provide County employees with the discretionary use of a County vehicle for County business, including but not limited to driving to or from a County function, a County job responsibility, or to enhance job efficiency for an early meeting out of the County. It has as its purpose that said use of a County vehicle enhances an individual's performance of his or her duties and is not intended to provide said employees with a form of compensation.

I. PUTNAM COUNTY VEHICLE POLICY CERTIFICATION

All county employees who have use of a County-owned or -leased vehicle on a twenty-four-hour basis, or any County employee who may at any time utilize a County-owned or -leased vehicle, shall be required to execute and file a Putnam County vehicle policy certification form (acknowledging the receipt and acceptance of this vehicle policy) with the Director of Personnel. Effective immediately, upon passage of this vehicle policy, all new employees hired by the County shall be required to complete a certification at their orientation with the Personnel Department. During the first 30 days of passage of this policy, it will be the responsibility of both the County Executive and the County Sheriff to insure that all employees currently using County-owned or -leased vehicles under their auspices shall be required to fill out the necessary certification and file it with the Personnel Department. If an employee has not filed a certification within 30 days from passage of this policy, their right to drive a County-owned or -leased vehicle shall be revoked. Once an employee's certification is on file, such employee will be required to renew the certification annually with the Personnel Department. Failure to file annually may result in the revocation of the employee's privilege to use a County vehicle until such time as they have complied with the terms of this policy.

J. PASSENGER RESTRICTIONS

In general, County vehicles are to transport County employees in the course of their job function. Only passengers connected with or on official County business shall be transported by a County employee who utilizes a County-owned or -leased vehicle, whether on an intermittent or twenty-four-hour basis, in said vehicle. Spouses and immediate family members shall be considered authorized passengers under this provision, where said individuals are traveling with the County employee in connection with official County business and where the County Executive has issued approval for such passengers. Any New York State laws regarding the transportation of passengers in a vehicle must be adhered to, and it shall be the responsibility of the County employee who is the driver of said vehicle to insure compliance with such laws.

K. DRIVER RESPONSIBILITY

- a. Use of a County-owned or -leased vehicle is a discretionary privilege by the County to the employee using the vehicle. In accepting and using the County vehicle, the employee agrees to operate the vehicle in a safe and business-like manner, in full compliance with all local, state and federal laws governing the operation of motor vehicles and in full compliance with the provisions of this County vehicle policy.
- b. In the event of a vehicle accident or claim involving a County vehicle operated by a County employee, the employee shall be responsible for any losses if said vehicle accident is found to be a substantive usage violation of this vehicle policy. A substantive usage violation shall be defined as follows:
  1. The County vehicle was not being used for an authorized County business purpose for which the County Executive had issued approval prior to such use.
  2. The County vehicle was being used for purposes outside the scope of the driver/employee's employment with the County.

3. The employee had engaged in the use of alcohol or a controlled substance while operating the County vehicle and or failed to comply with § 112-7, 112-8, or 112-9 of this vehicle policy.
  4. Any form of discipline which is available to the County of Putnam based upon the nature of the employee's status with the County (for example, a CSEA employee as opposed to a management employee) based upon the specific facts and circumstances of the incident involved.
  5. Complete and total loss of the use of a County vehicle on a permanent basis if deemed appropriate in light of the specific facts and circumstances of the incident at issue.
  6. Grounds for permanent revocation of County vehicle privileges.
- c. If a County employee is involved in an accident with a County-owned or -leased vehicle and has violated § 112-12B(3) of this policy, said employee shall automatically lose the use of any County vehicle permanently.
  - d. If any employee driving a County-owned or -leased vehicle is involved in an accident and his/her blood alcohol content (BAC) is at or below 0.05 under Article 31 of the New York State Vehicle and Traffic Law, the County Executive shall have five days to make a final determination of the employee's driving privileges. If the ticket is issued under Article 31 of the New York State Vehicle and Traffic Law (or similar laws in the case of another state) and the employee's blood alcohol content (BAC) exceeds 0.05, he/she will have his/her County driving privileges revoked immediately. Once the court adjudicates the employee's case and the employee is found guilty, the employee will lose his/her County vehicle privileges permanently.
  - e. The County Executive shall be charged with the duty of determining whether or not a substantive usage violation has occurred. In the event that a substantive usage violation shall have been found by the County Executive in connection with said County vehicle accident and the County has sustained any loss or damage, e.g. vehicle damage, repair, replacement, personal injury judgment or settlement (hereinafter referred to as the "loss"), the County Executive may, in his/her sole discretion, charge back any or all of said loss to the employee. The County Executive shall advise the employee of the amount of said charge back in writing, which if not accepted by the employee and agreed in writing, shall immediately result in the loss of said employee's driving privilege, and may subject him/her to further job-related sanctions.

**L. PENALTIES FOR OFFENSES**

Any County employee who violates any section or provision of this policy shall be subject to any one or more of the following penalties, which shall be imposed by the County Executive or, if the accident involves the Sheriff's Department, the County Sheriff with notification to the County Executive.

**M. REPORTING**

- a. All County-owned or -leased vehicle accidents, including Sheriff's Department vehicle accidents, must be reported to and investigated by the law enforcement agency with jurisdiction over the particular accident. In no circumstances shall the Sheriff's Department investigate its own accidents nor shall they conduct Alconsensor or Breathalyzer tests on members of their own department. All accidents must be reported to the department head immediately, but in no case more than 24 hours from the time of said accident or the next County business day. The department head will then report the accident to the County Executive immediately. In the case of an accident involving a department head, the accident must be reported directly to the County Executive within 24 hours or the next County business day. In either case, a written report of the events must be filed with the Putnam County Risk Manager within 48 hours or the next County business day. A copy of the police accident report, along with a copy of the Putnam County



accident and incident reporting form, shall be filed by the appropriate or applicable department head with the County Risk Manager as soon as it is available. The Risk manager will provide a written monthly report of all accidents to the County Executive and Legislature.

- b. If an employee is issued a parking or traffic ticket while driving a County-owned or -leased vehicle, he or she shall report the incident to their department head immediately. The department head shall report the incident to the County Executive within 24 hours or on the next County business day. In the case of a department head receiving a parking or traffic ticket, he/she shall report the incident to the County Executive within 24 hours of, or on the next County business day from, the violation. The report submitted by the employee and/or department head shall explain the events that led up to the ticket, and the employee and/or department head shall attach a copy of said ticket to the report.
- c. If the ticket, parking or otherwise, is issued by an agency outside of the five-county region (Dutchess, Orange, Putnam, Rockland and Westchester) and the employee was outside the County limit without the specific authorization of the County Executive, the employee shall have their County car privileges revoked immediately. The County Executive shall then have five business days to make a final determination of the employee's driving privileges.
- d. Failure by the employee and/or their department head (elected and nonelected) to report an accident or traffic ticket violation to the County Executive may result in revocation of his or her County vehicle driving privileges permanently.

N. REPORTS TO THE PERSONNEL COMMITTEE

Any and all accidents, parking and traffic tickets, and any disciplinary actions administered to an employee in compliance with this vehicle policy shall be reported by the County Executive through the County Risk Manager at the next regularly scheduled meeting or, if necessary, special meeting of the Putnam County Legislature's Personnel Committee.

Per [Putnam County Code, Chapter 112](#)

**PUTNAM COUNTY PROPERTY**

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**Public Facility Access Policy**

**PURPOSE**

Putnam County is committed to protecting the administration of the Putnam County government and the rights of citizens under the First Amendment of the United States Constitution, by implementing policies and procedures that protect the safety and personal privacy of the County's employees and the general public who do business with or use the services of the County. This policy is intended to define those areas of County Property that are accessible to and observable or recordable by the general public from those that are not.

**DEFINITIONS**

Traditional Public Access Area - a place that has a long-standing tradition of being used for, is historically associated with, or has been dedicated by government act to the free exercise of the right to speech and public debate and assembly. (Examples: streets, sidewalks).

Designated Public Access Area – Spaces not traditionally regarded as a public access area but which the government has intentionally opened up for that purpose. The space is not generally open to or occupied by the public; is open to or occupied by the public on only a limited, as-needed, or by invitation basis; or is in an area

generally open to or occupied by the public in close proximity to where private third parties conduct business with County employees. (Examples: council rooms, conference rooms, entrance/lobby of departments).

Non-public Access Area – a space that is not traditionally a location for public communication. (Examples: private work areas - personal offices, workstations, courtrooms, secure locations, public safety vehicle entrance bays/parking areas, etc.)

Recording- The use of a recording device, such as a cell phone, video camera, camera, or any other device that captures video or picture, to record or memorialize the building and or people, including private citizens and employees in a space in accordance with this policy.

## POLICY

Each department shall establish area designations based on the definitions within this policy.

Traditional Public access areas shall allow photography and/or recording.

Designated Public Access areas shall allow photography and/or recording during business hours while open to the public so long as it is not disruptive to government business, creates no safety concerns, and does not violate any legally protected privacy rights.

Non-public access areas shall only allow photography and/or recording for purpose(s) related to County business, conducted by County employees, or permitted vendors.

Designated Public Access Areas must be clearly indicated by doors, physical barriers, building design features, signage, reception desks, ropes, fencing, or other visible indications. Non-public access areas must be clearly signed as restricted space. Departments shall use the approved signage for each individual space.

In all areas, employees shall make every reasonable effort to safeguard private and/or confidential information. Examples of protecting private information of citizens include, but are not limited to, private screening rooms for protected interviews, removing confidential/private documents from desks that are publicly viewable, turning computer screens away from public view, etc.

Employees shall allow the peaceful photography or recording of designated public areas during the hours such space is open to the public. Loud disruptive and/or threatening behavior will not be tolerated. Visitors that are disrupting the administration of County government will be respectfully asked to leave or alter their behavior. Any person threatening County employees or other members of the public will be asked to vacate the premises. In the event that a visitor is loud, disruptive, or threatening, and will not vacate the premises when asked, law enforcement will be called.

This policy shall not be interpreted to supersede any existing policy within the Putnam County Supreme and County Court.

*Per Putnam County Resolution #*

## **Putnam County Service Animal Policy**

### **PURPOSE:**

Putnam County is committed to providing equal access to County services and facilities for people with disabilities who utilize service animals in accordance with the Americans with Disabilities Act (ADA). This Policy and Procedure is to provide guidance to department heads and security personnel as to rights of access for bonafide service animals in accordance with U.S. and New York State law and regulations, and for the safety of staff and

other occupants of Putnam County buildings and property. This policy shall apply to all individuals seeking access to Putnam County properties, including Putnam County employees, contractors, interns, and vendors.

PROCEDURE:

1. The ADA defines a service animal as any dog (or in certain circumstances a miniature horse) that is individually trained to do or perform tasks for the benefit of an individual with a disability, including physical, sensory, psychiatric, intellectual, or any other mental disability. For purposes of this Policy and Procedure, only dogs will be discussed. If a miniature horse or other animal is purported to be a “service animal,” a request for guidance shall immediately be made to the Law Department.
2. “Service animals” are separate and distinct from “emotional support animals.” Service animals are protected by the ADA and relevant NY statutes and are permitted in County buildings. “Emotional support animals” are not considered service animals and as such are not applicable to Putnam County at this time.
3. Service animals are not pets, but under the ADA, regardless of whether they have been licensed or certified by a state or local government, or other entity, these animals are trained to aid a person with disabilities in specific tasks.
  - a. The following are examples of, but are not exclusive, of, these tasks:
    - i. Assisting with navigation, stability or balance
    - ii. Alerting to sounds
    - iii. Pulling wheelchairs
    - iv. Carrying items
    - v. Seizure assistance
    - vi. Interrupting impulsive or destructive behaviors
4. No individual assisted by a service dog satisfying the definition pursuant to the provisions of the Americans with Disabilities Act (ADA) will be denied access to any Putnam County facility to areas where the public is normally allowed access.
5. Putnam County prohibits individuals, including employees, from bringing onto the premises an animal that does not meet the ADA’s definition of service animal. This shall not apply to law enforcement animals or animals that are property of Putnam County.
6. All service animals must be licensed in compliance with state and local laws. Service animals must also be vaccinated against rabies and other diseases typically found in that animal and must wear a tag displaying its vaccinated status. Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal’s work or the individual’s disability prevents them from using these devices, in which case the individual must maintain control of the animal through voice, signal or other effective controls.
7. The service animal’s handler must be in complete control of the service animal at all times. The care and supervision of a service animal is solely the responsibility of its handler. An individual who brings a service animal onto Putnam County’s premises is completely and solely liable for any injuries or damage to personal property caused by the animal. Any repair or cleaning costs incurred by a service animal will be charged to the handler.

8. In the event it is not obvious what service the service animal provides, VERY limited inquiry is permitted before granting access.

Staff may ask,

- Is the service dog required because of a disability? However, you cannot ask what that disability is.
- What work task is the dog trained to perform?

Staff cannot:

- Ask about the person's disability,
- Require medical documentation,
- Require a special identification card or training documentation for the dog, or
- Ask that the dog demonstrate its ability to perform the work or task.

9. A person with their service animal seeking access to a Putnam County facility cannot be denied entry or asked or required to remove a service dog from the premises unless: (1) the dog is out of control, (2) the dog is not housebroken, or (3) the dog is in violation of any provision of this policy.
10. Allergies and/or fear of dogs are not valid reasons for denying access or refusing service to people using service animals. For example, if another person claims to be allergic to dog dander and the person who uses a service animal must spend time in the same room or facility, such as a classroom, waiting area, or at a homeless shelter, they both should be accommodated by assigning them, if possible, to different locations within the room or different rooms in the facility. Every effort at reasonable accommodation must be made.
11. Establishments that sell or prepare food must allow service animals in public areas even if state or local health codes prohibit animals on the premises. Employees cannot isolate people who use service animals from other patrons, treat them less favorably than other patrons, or charge fees that are not charged to other patrons without animals.
12. County employees are not required to provide care or food for a service animal.
13. County employees should not pet, feed, distract or interact with a service animal, that is not their own, in any way.
14. Use of Emotional Support Animals are not authorized in any Putnam County facility at this time.

*Per Putnam County Resolution #*

### **Smoke Free Workplace**

Smoking and vaping are not permitted within thirty (30) feet any building, whether owned, leased, or occupied by Putnam County employees. This shall apply to all employees, vendors, contractors, and members of the public

*Per New York Public Health Law, Article 13-E §1399-N*

## **TECHNOLOGY USE**

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### **Putnam County Security and IT Use Policy**

Information and information systems are key assets of Putnam County ("the County"). They are essential to the conduct of County business and are a part of most employees' daily work. The County provides systems,

including the computers, networks, technology applications and the information housed therein to permit employees to perform their duties more effectively.

This policy sets forth a basic set of standards for use and protection of computer and information assets. It includes but is not limited to computer workstations, laptop computers, electronic mail ("e-mail"), databases, networks and connection(s) - both wired and wireless - to the intranet, Internet and any other information technology services available both now and in the future.

This policy covers all employees of Putnam County. It also covers any other individuals, including consultants, interns, temporaries and vendors, who have access to County technology facilities, computers or networks. Inappropriate use of equipment and services exposes the County to risks including virus attacks, system compromise, interruption of services and legal issues.

Effective security is a team effort involving the participation and support of every County employee and affiliate who deals with data and/or information systems. It is the responsibility of every computer user to know these guidelines and to conduct activities accordingly.

**A. PROHIBITED USES OF COUNTY IT EQUIPMENT, DOMAINS AND EMAILS**

Under no circumstances may any voicemail, email, or other electronic communication or posting originating from the County, created on County equipment, created by employees, intentionally received at the County, or related to or referencing the County, your relationship with the County or any other employee be in violation of the letter or spirit of the County's policies concerning equal opportunity, discrimination, harassment or be of a nature that may create a hostile or inappropriate work environment.

The County owns various domains, including but not limited to putnamcountyny.gov and putnamcountyny.com, including the email address provided to you by the County. For a current list of County owned domains, please contact the office of IT/GIS. All employees should remember that any email sent from a County owned domain is identifiable and attributable to the County. As such, every email sent from said domains must comply with this IT policy without exception.

The following would constitute improper use of your County owned domain as a return email address: including but not limited to: placing an email address on a website to allow visitors to contact you for further information for reasons unrelated to your job duties or without authorization from your department head; using an email address to create a personal account on a social media network such as Facebook, Twitter, etc.; using a County email address to place a 4 "Personal" order unrelated to county business online. When a County owned domain is used for any reason, it must conform to this policy.

The County system (including County-owned domains/emails) shall not be used for any illegal activities or activities the County deems to be improper, including, but not limited to: activities unrelated to the County's mission; misrepresenting, obscuring, suppressing or replacing any identity on an electronic communication; using County IT equipment to engage in any business activity outside of the County; for any purpose contrary to the County's policy or business interests; gambling; any unauthorized attempt to compromise computer or communication security or otherwise interfere with or disrupt network users, services or equipment; any use that violates federal, state or local law or regulation; or using the County network to gain unauthorized access to any computer system. Employees who encounter such material on County equipment or elsewhere should immediately report it to their supervisor, the Personnel Department or the Director of IT/GIS.

All emails sent from the County owned domains shall, at a minimum: be courteous and follow accepted standards of etiquette; be professional, ethical, and of a lawful manner; protect others' privacy and confidentiality; comply with County department and unit policies, procedures and standards; be complete, accurate and truly representative of the County's position.

Employees must respect the confidentiality of other individuals' electronic communications. Except in cases in which explicit authorization has been granted by a Department Head and by the Director of IT/GIS or his/her designee via written or email request, employees are prohibited from engaging in, or attempting to engage in the following: monitoring or intercepting the files or electronic communications of other employees or third parties; hacking or obtaining access to systems or accounts they are not authorized to use; using other people's log-ins or passwords; and breaching, testing, or monitoring computer or network security measures. Furthermore, no email or other electronic communications can be sent that attempt to hide the identity of the sender or represents the sender as someone else.

It is best to be fair and respectful to fellow employees, community members, and those who work on behalf of the County or the County's legitimate business interests. Employees shall not post complaints or criticism using statements, photographs, videos, or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating or that might constitute a violation of the County's Workplace Violence Policy, discrimination or harassment on the basis of race, sex, disability, religion or any other status protected by law or any County Policy.

**B. NO EXPECTATION OF PRIVACY CONCERNING USE OF COUNTY IT EQUIPMENT, DOMAINS AND EMAILS**

Putnam County maintains the right to access and examine County computer systems and networks and all information that is stored or transmitted through these systems and networks, including all e-mail and website visits. All electronic communications are considered County records. As County records, electronic communications are subject to disclosure to law enforcement or government officials or to other third parties through FOIL (Freedom of Information Law) request or other process. Employees must ensure that information contained in electronic communications is accurate, appropriate and lawful.

While Putnam County does not intend to regularly review employees' e-mail records, employees have no right or expectation of privacy in e-mail. Since the County is responsible for the servicing and protecting of its electronic communications networks and administering this policy, it is occasionally necessary to intercept or disclose electronic communication.

Communications on these Systems are not private. Users should be aware that the data they create on the System remains the property of the County, and usually can be recovered even though deleted by the user. Despite security precautions, there is no fail-safe way to prevent an unauthorized user from accessing stored files. The confidentiality of any information stored or transmitted on the System cannot be guaranteed. Furthermore, information that is stored on the System or sent via e-mail may be subject to disclosure pursuant to the New York State Freedom of Information Law.

**C. PERSONAL USE OF COUNTY EQUIPMENT AND SYSTEMS**

The County permits incidental personal use of its electronic communication tools with the express understanding that it reserves the right to restrict access to sites, and/or to review all use of, and to monitor, observe and inspect all communications and material created by, stored, in transit, or transmitted on, electronic communication tools, and with the express understanding that such use may not interfere with or preempt the employee from completing his/her work as necessary. Employees are not permitted to engage in such incidental use where such use consumes a significant amount of resources that could otherwise be used for business purposes, interferes with an employee's productivity and preempts or interferes with any business activity or is contrary to any County policies.

**D. SOCIAL MEDIA**

Although social media technology is constantly changing, this policy was developed to cover Putnam County employee and County Network user participation in all forms of communicating or posting information or content via the Internet, including, but not limited to, social networking sites (for example,

Facebook, LinkedIn), blogs, Twitter accounts, video- or photo -sharing sites, websites, chat rooms, and other forms of online dialogue.

All County employees and Network users must at a minimum adhere to the following rules when using social media technologies on County IT resources and/or in their capacities as a County employee:

- Use of social media may not interfere with any employee's productivity or detract resources from performing assigned business-related duties.
- Social media behavior may in no way harm or tarnish the image, reputation and/or good will of the County and/or any of its employees.
- Employees are prohibited from making any discriminatory, disparaging, defamatory or harassing comments when using social media or otherwise engaging in any conduct prohibited by the County's policies concerning equal opportunity, discrimination, harassment.
- Are responsible for all their online activities that are conducted with a County email address, can be traced to a County domain and/or uses County resources.
- Must not discuss or post confidential, proprietary or otherwise restricted information.
- When speaking on behalf of the County in an official capacity, users must be transparent when participating in any online community. They should disclose their identity and affiliation with the County government entity.
- Communicate in a professional manner.
- Abide by copyright and other applicable laws. Participation online results in a user's comments being permanently available and open to being republished in other media. Users should be aware that libel, defamation, copyright and data protection laws apply.
- When communicating on behalf of the County, County employees must obtain necessary authorizations by the County Executive and/or the appropriate Department Head and/or designee. • Must obtain permission before publishing photographs, videos or quotes of others.
- When not representing the County government entity, County employees who publish personal or professional opinions must not invoke their County government title. In such cases, users must use a disclaimer such as the following where technically feasible: "The postings on this site are my own and do not represent the position, strategy or opinion of Putnam County Government (or other County department/entity).

#### E. PROHIBITED CONNECTIONS TO COUNTY NETWORK

For the purpose of this policy, personal electronic devices include but are not limited to personally owned cell phones, tablets, printers, laptops and computers. Peripheral equipment includes but is not limited to thumb drives, USB sticks and/or mass storage devices, speakers, mice and keyboards. County owned networks include but are not limited to the County's hard-wired network and the County's Wireless Access Points that are secured with a password. The County does maintain "open" public Wireless Access Points that do not require a password to connect. While these points are open for public use and employees may connect to them without permission, all uses of these points are required to conform to the provisions of this policy.

Under no circumstances are employees permitted to connect personal electronic devices and/or peripheral equipment to County owned network through wireless or direct connection without express permission from the Director of IT/GIS. Failure to obtain permission will be considered a security breach and may result in not only employee disciplinary action but possible criminal charges. The County's network must always be protected, and the connection of unknown and unmonitored equipment provides an extreme risk that will result in serious action.

#### F. SECURITY

Each individual must be positively identified prior to being able to use any County computer or communications system resource. Positive identification for internal County networks involves a User-ID and a password, both of which are unique to an individual and will be supplied by IT upon employment.

Each person must log off from all User-ID accounts before leaving at the end of their workday. Each person is responsible for all activity that occurs on his or her User-ID. User-ID's will be revoked if the employee is terminated. Employees cannot share their passwords with other employees, and supervisors cannot ask employees for their password.

To prevent computer viruses from being transmitted through the County's computer system, installation of software may only be performed by the County IT Department. Only software registered through the County and authorized by the County IT Department may be downloaded. Employees should contact the Director of IT if they have any questions. In addition, Employees must use extreme caution when opening e-mail attachments and/or clicking on links received from unknown senders, which may contain virus, e-mail bombs or Trojan horse code. Should an employee receive a suspicious e-mail, the e-mail should be deleted immediately and should not be forwarded. The employee should then alert IT of the nature of the e-mail received. If an employee clicks on a suspicious link in an e-mail or on the internet, the employee should immediately stop using the computer, disconnect the network cord from the wall (or the power cord if the network cord cannot be identified) and contact IT.

#### **G. ENCRYPTION & REMOVAL OF COUNTY OWNED DATA**

Employees can use encryption software supplied to them by the IT Department for purposes of safeguarding sensitive or confidential business information. Employees who use encryption on files stored on a County computer must provide their supervisor with a sealed hard copy record (to be retained in a secure location) of all of the passwords and/or encryption keys necessary to access the files. It is mandatory that any data removed from the County premises be encrypted, without exception. This is particularly true if the data is on a thumb drive, media CD, etc. Encryption ensures that in the event the object is lost or stolen, the receiver would be unable to read or access the data without specific passwords or codes.

Data belonging to the County shall not be removed from County premises without express permission from the owner of the data, the department head of the owner of the data, or the Director of IT/ GIS. This includes, but is not limited to the use of: thumb drives; cloud services; direct data transfer to personal computer or other devices; CDs, DVDs, or other media; or any device or service that allows data to be removed from its original storage location.

#### **H. VIOLATIONS**

All Employees are responsible for complying with this policy and reporting any known or suspected violation of this policy to their immediate supervisor or the Department of Information/GIS. The County prohibits taking any negative or improper action against any other employee who reports a violation of this policy. Employees who violate this policy will be subject to appropriate disciplinary and/or legal action, up to and including termination.

#### **Cell Phone Policy and Procedures**

In order to be eligible for cell phone use, employee justification must be approved by the Department Head, and either the cell phone committee or the County Executive or designee. If approved, they will be subject to the guidelines set forth in this cell phone policy and procedures.

The Cell Phone Committee is comprised of the Deputy County Executive, County Auditor, Purchasing Director, Director of Information Technology, Chief Deputy Commissioner of Finance and the Deputy Commissioner of Finance, Cell phones/stipend shall be issued to employees that are required to be available 24 hours 7 days a week. Cell phones/stipend shall be issued only to those employees who have a frequent need for remote telephone access and paging type activity whose job responsibilities require them to be out of the office more than 50% of



the workday.

The following considerations shall apply when determining whether a cell phone should be issued:

- Whether issuance of the cell phone will promote communication in emergency circumstances;
- Whether the employee is frequently in business-related travel status;
- Whether the employee's primary work location requires access to a cell phone;
- Whether there is a reasonable expectation for other members of Putnam County to be able to contact the officer or employee at times other than regular business hours; and
- Whether other means of communication are available, and less expensive to obtain and/or maintain;
- Cell phones are not a personal benefit and shall not be the primary mode of communication, unless they are the most cost-effective means to conduct County business.

A. CELL PHONE OPTIONS

2. County Owned Cell Phones

- All personal phone calls are highlighted and employee reimburses County at the current rate per minute. \*Telephone bill is fully reviewed by Finance.

3. Personally Owned Cell Phone/Stipend

- Upon submittal and approval by cell phone committee, employee is entitled to a twenty dollar per month stipend through payroll.
- This amount is taxable and there is no review by the County.

4. Personally Owned Cell Phone/ Reimbursement

- Upon submittal and approval by the cell phone committee, employees not eligible for county owned cell phones or stipend for personally owned cell phone usage, may be reimbursed for county business phones calls made from their personal cell phones.
- Any employee seeking reimbursement must provide proof of business-related calls on their personal cell phone.

B. BILLING STATEMENTS AND RECONCILIATION — FOR COUNTY OWNED CELL PHONES

- The Department will receive a monthly activity statement from the cell phone provider showing the usage and call detail for each phone.
- The Department must review the statement for accuracy and forward it to the Finance Department for payment. If the statement has any charges in excess of the base monthly plan, the supervisor must sign the statement.
- All statements will be analyzed by the Cell phone committee for any plan changes that may be necessary.
- The County will pay the monthly cellular phone bill from' the Invoice. No further action is required from the employee unless there were excess charges.
- This paragraph will not apply to cell phone records used in confidential law enforcement activities where such review would compromise the operational security of any law enforcement agency.

C. PERSONAL USE - FOR COUNTY OWNED CELL PHONES

- While we discourage the use of personal calls from a County owned cell phone, we realize that there may be situations where a personal call is necessary. When personal calls are made or received, they must be highlighted on the monthly statement and reimbursed to the County at the

- current rate per minute.\*
- Excessive abuse of personal calls will lead to removal of cell phone and may lead to other disciplinary actions.

D. FINANCIAL AFFAIRS

The Cell phone committee and or the County Executive will approve all requests for cellular service. This approval will include the equipment and the plan needed for each individual employee, Service will be dependent on the individual's needs. The Department Head and a representative from the Cell phone committee will evaluate these needs. The smallest plan available that accommodates the business need shall be utilized based on prior usage. Any upgrades or changes to the equipment or service must go through the same approval process.

E. PURCHASING

The Purchasing Department will order and monitor all equipment. Under NO circumstances should equipment be ordered without PRIOR approval from the Cell phone committee. Any repair to the equipment should be sent through the Purchasing Department unless impossible to do so. The Purchasing Department will maintain an inventory of all phones and forward a copy of the inventory to the Auditing Department on a quarterly basis

F. PERSONAL RESPONSIBILITY

The employee must accept the Cell Phone Policy and Procedures of Putnam County. All equipment must be returned to the employee's Department upon leaving employment with that Department. The Department will notify the Cell phone committee upon an employee's departure from the County so appropriate measures can be taken.

Damaged, Lost or Stolen Telephones

- The user has sole responsibility for their telephone. Replacement will be at the employee's expense in case of negligence. Employee must notify their Department Head immediately if their County owned cell phone is lost or stolen.
- Calls made from a stolen phone prior to the date of notification are the responsibility of the employee.
- Phones may not be assigned to another person without the consent of the Cell phone committee. Cell phones should not be used while driving unless a headset is used. Please be aware in many states the use of a cell phone while driving is prohibited.
- Cell phone bills are not private. The County has the right to monitor all bills.

\*The current rate per minute will be determined by the Cell phone committee on an annual basis using the State contract as a guideline.

**MISCELLANEOUS**

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**Appropriate Attire**

Employees are expected to dress appropriately in accordance with their job assignment.

**Campaign Contributions**

Any person who intentionally solicits any subscription or contribution for any political purpose in any county office building, or who intentionally causes any such solicitation to be mailed to any person at a county office building, shall be guilty of a class "B" misdemeanor.

*Per Local Law 9 of 1988*

### **Code of Ethics**

It is the policy of the County of Putnam that all officers and employees must avoid conflicts, or potential conflicts, of interest which shall exist whenever an officer or employee has an interest, direct or indirect, which conflicts with his or her duty to the County or which could adversely affect an individual's judgment in the discharge of his or her responsibilities.

The purposes of this code are:

- To establish high standards of ethical conduct for officers and employees of the County;
- To afford officers and employees of the County clear guidance on such standards;
- To promote public confidence in the integrity of the governance and administration of the County and its agencies and administrative offices;
- By requiring public disclosure of financial interests that may influence or be perceived to influence the actions of County officers and employees, to facilitate consideration of potential ethical problems before they arise, and enhance the accountability of government to the people; and
- To provide for the fair and effective administration of this chapter.

Every officer or employee of the County of Putnam shall be subject to and abide by the standards of conduct set forth in the code of ethics. This policy is contained in full in the Code of Ethics and Financial Disclosures and should be viewed by all employees. To read the full code of ethics and financial disclosures click [here](#).

### **Employee Licenses**

Timely renewal of all professional registrations and licensures is the responsibility of the employee who possesses the license. A copy of said registration and/or license is to be provided to the personnel department at the time of registration.

### **Inclement Weather Policy**

In severe weather situations, there is some possibility that the County Executive will decide to announce a delayed opening for the County, or (even more rarely) a complete closing. However, when there is no official delayed opening or shutdown, it is the employees' responsibility to come to work.

If, due to the weather conditions, you are unable to get to work on time, or you miss time during which the County is open, you have two options relative to the missed time. If you are unable to get to work, you **must** call your department within two (2) hours of the normal start of your workday to advise your supervisor of your absence or arrival delay. You may:

- choose to charge any of your accrued time, other than sick leave, to cover the amount of time missed; or
- put in additional time during the week in which you missed time, or the succeeding three weeks.

If you choose to make up the missing time; all time made up in this fashion is on a time-for-time basis (i.e. not at an overtime rate). However, you should not miss your lunch hour. The intent of the lunch hour is to give you a break from work. Your lunch period could be reduced to no less than one half-hour to enable you to make up some of the time, but early arrival or late departure, subject to the approval of your supervisor or department head, is the preferred method to make up your time. Any questions should be referred to the Personnel Department for direction.

*Per Putnam County Law §206*

### **Outside Employment**

All Putnam County employees are required by the Putnam County Code of Ethics "to be impartial and free from conflicts of interest in fulfilling their public responsibilities" (Section I). This statement in our code is necessary

in order to ensure the proper administration of government for the citizens of Putnam County and to provide for efficient administration of services. All full-time County employees owe their primary employment responsibility to the County.

Planning ahead is critical for the smooth operation of all County departments. Although the County is aware of the desire on the part of some of its workforce to supplement their income with outside employment, and does not prohibit such, it is allowed, however, *only* in situations that do not conflict with Putnam County Employment responsibilities. Clearly, then, it is the County policy to prohibit its full-time employees from engaging in any type of outside employment that requires primary obligations and loyalties to such outside employment to the detriment of Putnam County. This is particularly relevant when the outside employment is with an agency, company or concern that contracts with Putnam County.

If any employee has a concern relative to this policy and/or whether an employment being contemplated or entered into is in violation of this policy; they can request a review by the Law Department and/or the Putnam County Ethics Board.

### **Reproductive Health Decisions**

New York State law prohibits discrimination and retaliation in employment based on an employee's or an employee's dependent's reproductive health decision making, including but not limited to, the decision to use or access a particular drug, device or medical service (hereinafter "reproductive health decisions").

It is an unlawful employment practice for Putnam County to access an employee's personal information regarding their or their dependent's reproductive health decisions without the employee's prior informed affirmative written consent, or to require an employee to sign a waiver or other document which purports to deny an employee the right to make their own reproductive health decisions.

Any employee who feels there has been a violation of this policy should report their concern to the personnel department. Putnam County will investigate and take appropriate remedial action. An employee may also file a private legal action and can seek remedies to the extent available under applicable law.

Discrimination and retaliation against employees who exercise rights under this policy is prohibited.

*Per [New York Labor Law 203-e](#), signed into law November 2019*

### **Tuition reimbursement**

Union and Management employees are eligible for tuition reimbursement. A maximum amount of money per year will be available subject to budgetary limits.

An employee may be eligible if:

- They have been employed by Putnam County for at least one (1) year
- The employee has worked at least half-time
- The employee agrees to remain in the employ of Putnam County for one (1) year beyond the completion of the reimbursed course(s). Should the employee leave Putnam County prior to the one-year period, all or part of the reimbursed funds may be required to be returned to the County.

Union members should refer to their union contract for specifics. The following is applicable to *non-union management*.

Courses are subject to approval by the County Executive or their designee, upon recommendation of the department head. Courses not directly related but required as part of a core curriculum will be eligible for reimbursement as determined by the Personnel Officer.

Reimbursement of 80% of the cost of the course, up to \$1,000 shall be allowed. Any employee receiving reimbursement is required to sign a statement that they are not receiving other reimbursement from other sources for the same course. If an employee is receiving funds from another source, the County reimbursement shall be prorated so that total reimbursement does not exceed the cost of the class.

Any employee that utilizes this program, including employees in any union, may only take up to four (4) classes per year. ([find form here](#))

*Per Resolution #201 of 1997*

### **Unemployment Insurance**

Unemployment insurance's primary purpose is to provide temporary financial assistance to workers who may become unemployed through no fault of their own, until they can locate other suitable employment. The conditions under which a person may be eligible for Unemployment Insurance payments, the amount of individual payments, and the maximum period for payments are all determined by the New York State Department of Labor, and are subject to amendment or change. Therefore, questions concerning unemployment benefits must be directed to an Unemployment Insurance Office. Registering for unemployment benefits can be done by telephone 1-888-209-8124 or clicking [here](#)<sup>6</sup> for the New York State Department of Labor website. All County unemployment insurance matters are administered by the Personnel Office.

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<sup>6</sup> The department of Labor website can be found at <https://dol.ny.gov>, follow the prompts for unemployment claims/filings.

**SECTION THREE: FORMS**



## ACCRUED TIME DONATION

To: Paul Eldridge  
Personnel Officer

From: \_\_\_\_\_  
Print Donor Name

Department: \_\_\_\_\_  
Print Department Name

I wish to donate \_\_\_\_\_ hours of \_\_\_\_\_ time to  
Vacation, Comp. or Sick

\_\_\_\_\_  
Name of Recipient Department

It is understood that this time (up to a maximum of 2 weeks) will be deducted from my accruals and transferred to the above employee, as needed, for sick time.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## NOTIFICATION OF MILITARY LEAVE

Name:

---

Department:

---

Email: \_\_\_\_\_ Phone #

---

Preferred method of contact:

---

Military Branch:

---

Type of Service:  Training  Domestic Deployment  International Deployment  Combat

Date(s) of ordered Service:

---

Proof of service provided: (please attach)

---

Anticipated method and frequency of pay:

---

I understand that it is my responsibility to inform Putnam County of any changes to my scheduled leave as well as provide up-to-date documentation. I understand that salary differential *will not be paid* until documentation of payment by military is received by the Putnam County personnel department and that any overpayment shall be my responsibility to repay. I understand it is solely my responsibility to provide required documentation to Putnam County.

---

Signature

---

Date

---

*For use by department*

Date received: \_\_\_\_\_ By whom: \_\_\_\_\_

Date sent to personnel: \_\_\_\_\_ Method: \_\_\_\_\_

Date received in personnel: \_\_\_\_\_ By whom: \_\_\_\_\_

**CC: KATHY DEAN-FRICK, PAYROLL, FINANCE DEPARTMENT**





MILITARY LEAVE CONTACT PERSON DESIGNATION

I \_\_\_\_\_ am designating my \_\_\_\_\_, whose name is \_\_\_\_\_ Employee name Relationship is \_\_\_\_\_ as the contact person for any questions, including about payroll, while I am on military leave. I have previously notified Putnam County of military leave scheduled for \_\_\_\_\_. I understand that it is my responsibility to inform Putnam County of any changes to my scheduled leave and ensure that up-to-date documentation is provided to Putnam County in a timely manner. I understand that salary differential will not be paid until documentation of payment by military is received by the Putnam County personnel department and that any overpayment shall be my responsibility to repay. I understand it is solely my responsibility to provide required documentation to Putnam County and that this designation is merely for convenience while I am engaged in military service and does not in any way, pass these responsibilities onto my designee.

This designation shall last until the end of this period of leave unless otherwise indicated.

Yes  No, I request that this designation end on \_\_\_\_\_.

\_\_\_\_\_  
Employee Signature Date

Contact Designee Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Address: \_\_\_\_\_

I \_\_\_\_\_ agree to be the contact person for \_\_\_\_\_ while they are engaged in military service. I agree to reply promptly when contacted by Putnam County.

\_\_\_\_\_  
Contact Designee Signature Date

STATE OF NEW YORK

County of \_\_\_\_\_

On the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before me, the undersigned Notary Public, personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that s/he executed the same.

\_\_\_\_\_  
Notary Public Commission Expires  
IN WITNESS WHEREOF, I have set my hand and seal the day and year as above written.

For use by department

Date received: \_\_\_\_\_ By whom: \_\_\_\_\_

Date sent to personnel: \_\_\_\_\_ Method: \_\_\_\_\_

Date received in personnel: \_\_\_\_\_ By whom: \_\_\_\_\_

CC: KATHY DEAN-FRICK, PAYROLL, FINANCE DEPARTMENT



## PUTNAM COUNTY

### Bone Marrow or Organ Donation

### Request for Release Time

Date of Request: \_\_\_\_\_  
Employee's Name: \_\_\_\_\_  
Department: \_\_\_\_\_

Donation Procedure: \_\_\_\_\_  
Dates of Procedure(s) \_\_\_\_\_  
Total Time Requested: \_\_\_\_\_

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Appointing Authority

Note: The employee must have the attached form (Verification of Organ or Bone Marrow Donation) signed by the attending physician at the time of the donation approval and return it to the Department Head in order for this leave to qualify as paid time. A maximum of seven (7) workdays for bone marrow, or thirty (30) workdays for organ donation may be granted for this purpose, and only for time that conflicts with the employee's normal working hours. Any donation given for compensation of any kind does not qualify for this benefit.



**PUTNAM COUNTY**

**VERIFICATION OF**

**ORGAN OR BONE MARROW DONATION**

Name of Patient: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Date of Appointment: \_\_\_\_\_

Length of Time: \_\_\_\_\_

Date of Appointment: \_\_\_\_\_ \*

Length of Time: \_\_\_\_\_

Date of Appointment: \_\_\_\_\_ \*

Length of Time: \_\_\_\_\_

Purpose of Appointment:

Medical Tests \_\_\_\_\_ (yes) \_\_\_\_\_ (no)

Donation Procedure \_\_\_\_\_ (yes) \_\_\_\_\_ (no)

Physician's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Person signing below verifies that the employee named herein attended the above scheduled appointment(s) for the purpose of procedures required for a bone marrow or organ donation.

\_\_\_\_\_  
Signature of Physician performing the Test/Procedure

\_\_\_\_\_  
Specialty

\* If additional appointments needed



**PUTNAM COUNTY**  
**Cancer Screening**  
**Request for Release Time**

Date of Request: \_\_\_\_\_

Employee's Name: \_\_\_\_\_

Department: \_\_\_\_\_

Date of Screening: \_\_\_\_\_

Time of Appointment: \_\_\_\_\_

Total Time Requested: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Supervisor \_\_\_\_\_

Note: The employee must have the attached form signed by the attending medical technician at the time of the screening appointment and return it to the Supervisor in order for this Leave to qualify as paid time. A maximum of four (4) hours/year may be granted for this purpose, and only for time that conflicts with the employee's normal working hours.



## PUTNAM COUNTY VERIFICATION OF CANCER SCREENING VISIT

Please be sure to complete ALL items

Name of Patient: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

Date of Appointment: \_\_\_\_\_ Total Time: \_\_\_\_\_

Date of Appointment: \_\_\_\_\_ Total Time: \_\_\_\_\_

Date of Appointment: \_\_\_\_\_ Total Time: \_\_\_\_\_

Purpose of Appointment(s): Cancer Screening \_\_\_\_\_ (yes) (no)

Screening Provider Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

Person signing below verifies that the employee named herein attended the above scheduled appointment(s) for the purpose of receiving a cancer screening test.

\_\_\_\_\_  
Signature of Medical Technician Performing the Test

\_\_\_\_\_  
Title



# EMPLOYEE LEAVE REQUEST

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Email: \_\_\_\_\_ Phone # \_\_\_\_\_

Preferred method of contact: \_\_\_\_\_

Type of Leave:       Maternity (FMLA)    Medical (FMLA)    Military Caregiver (FMLA)  
                           Family Illness         Of absence             Education  
                           Jury Duty/Court       Other: \_\_\_\_\_

Date(s) of leave: \_\_\_\_\_

Type of proof provided (if applicable): (please attach) \_\_\_\_\_

I would like to apply the following accrued time to this leave:

\_\_\_\_\_ hours of Vacation Time                      \_\_\_\_\_ hours of Personal Time

\_\_\_\_\_ hours of Sick Time                              \_\_\_\_\_ hours of Comp Time

I understand that it is my responsibility to inform Putnam County of any changes to my leave as well as provide up-to-date documentation, when applicable.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***For use by department***

Date received: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Approved/Denied (please provide cause for denial): \_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Date sent to personnel: \_\_\_\_\_ Date received in personnel: \_\_\_\_\_

By whom: \_\_\_\_\_

CC: KATHY DEAN-FRICK, PAYROLL, FINANCE DEPARTMENT



ADRIENE IASONI  
Deputy Personnel  
Officer

PAUL ELDRIDGE  
Personnel Officer

SUSAN O'ROURKE  
Senior Coordinator of  
Examinations & Transactions

**Putnam County Employee Tuition Reimbursement Program  
APPLICATION FOR TUITION REIMBURSEMENT**

This form is to be completed upon or before course registration. Use a separate form for each course for which reimbursement is sought. Forward completed forms with attached course description to the Personnel Department, attention: Angela Aquilato (x46119).

**PLEASE SPECIFY:**     CSEA     PUMA     Management/Confidential     Nursing     PBA/PCSEA

**A. Employee Identification Section (Employee Completes)**

- 1. Employee Name \_\_\_\_\_
- 2. Current Job Title \_\_\_\_\_
- 3. Department \_\_\_\_\_
- 4. Work Schedule. Please check one:  Full Time  Part Time: ( Less than Half Time  Half Time or More)
- 5. Email: \_\_\_\_\_

**B. Coursework Identification Section (Employee Completes)**

- 1. Name of educational organization conducting the course: \_\_\_\_\_
- 2. Course Number : \_\_\_\_\_ Course Title: \_\_\_\_\_  
Course Description: *Please attach copy of school course description*
- 3. Semester : \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_
- 4. Check one:  Non-Credit     Credit    If for credit, how many? \_\_\_\_\_
- 5. Is this coursework part of a degree program in which you are presently enrolled?     Yes     No  
If Yes: Major \_\_\_\_\_ Type of Degree \_\_\_\_\_ Credits Earned To Date \_\_\_\_\_  
Please explain if necessary: \_\_\_\_\_
- 6. Tuition Cost (Do not include fees) \_\_\_\_\_
- 7. Justification: Explain how coursework relates to your career [see Section C, 1 a-e, below].  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. I affirm the above is accurate.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

**PUTNAM COUNTY PERSONNEL DEPARTMENT**  
110 Old Route Six, Building Three  
Carmel, NY 10512  
Tel: 845-808-1650 Fax: 845-808-1921  
www.putnamcountyny.com/personneldept



ADRIENE IASONI  
Deputy Personnel  
Officer

PAUL ELDRIDGE  
Personnel Officer

SUSAN O'ROURKE  
Senior Coordinator of  
Examinations & Transactions

**C. Career-Relatedness Justification (Department Head Completes)**

1. I find the above coursework to be career-related based on the following criteria (please check those which apply):

- a. It directly relates to the employee's current job assignment, duties and position;
- b. It directly increases managerial/supervisory effectiveness through acquisition of needed skills;
- c. It increases the employee's opportunity for advancement within the employee's title series;
- d. It enables the employee to acquire knowledge or skills for which there exists a need in county service;
- e. The course is required in the degree program being pursued by this employee.

Note: Credit or non-credit recreation, hobby or personal interest courses are not considered career-related.

Date	Signature	Title
------	-----------	-------

2. I have determined the above coursework is not career-related based on the following reasons:

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Date	Signature	Title
------	-----------	-------

**D. Final Approval or Disapproval (Personnel Officer completes)**

1. The above request for tuition reimbursement is hereby:  Approved     Disapproved  
 This reimbursement is:     Taxable     Non-Taxable

2. Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date	Personnel Director's Signature
------	--------------------------------

**If request is approved, upon completion of each course, please submit the following documentation to the Personnel Department:**

1. Copy of transcript with final grade;
2. Copy of statement of tuition and proof of payment of tuition;
3. Statement of Tuition Reimbursement from Other Sources form;
4. Once all documents are received, Personnel Department will prepare a voucher and send to employee for signature to be returned to the Personnel Department.

**PUTNAM COUNTY PERSONNEL DEPARTMENT**  
 110 Old Route Six, Building Three  
 Carmel, NY 10512  
 Tel: 845-808-1650 Fax: 845-808-1921  
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ADRIENE IASONI  
Deputy Personnel  
Officer

PAUL ELDRIDGE  
Personnel Officer

SUSAN O'ROURKE  
Senior Coordinator of  
Examinations & Transactions

**Putnam County Employee Tuition Reimbursement Program  
STATEMENT OF TUITION REIMBURSEMENT FROM OTHER SOURCES**

This form is to be completed upon submission of approved courses. Use a separate form for each course for which tuition reimbursement is requested. Submit this form to the Personnel Department:

**PLEASE SPECIFY:**     CSEA     PUMA     Management/Confidential     Nursing     PBA/PCSEA

Employee Name \_\_\_\_\_

Current Job Title \_\_\_\_\_

Department \_\_\_\_\_

Name of School or Educational Organization: \_\_\_\_\_

Course Title : \_\_\_\_\_      Number of Credits Earned: \_\_\_\_\_

Cost per Credit : \_\_\_\_\_    Total Tuition for Course (do not include fees): \_\_\_\_\_    Semester: \_\_\_\_\_

**PLEASE COMPLETE ONE OF THE BELOW STATEMENTS, AS APPROPRIATE.**

I, \_\_\_\_\_, have not received, nor will I be receiving  
tuition reimbursement from funding sources other than Putnam County.

I, \_\_\_\_\_ will be receiving tuition reimbursement  
from funding sources other than Putnam County as noted below:

Funding Source: \_\_\_\_\_      Amount: \_\_\_\_\_

Funding Source: \_\_\_\_\_      Amount: \_\_\_\_\_

I affirm the above is accurate.

\_\_\_\_\_ Date

\_\_\_\_\_ Applicant Signature

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Tel: 845-808-1650 Fax: 845-808-1921  
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# PUTNAM COUNTY SEXUAL HARASSMENT COMPLAINT FORM

New York State Labor Law requires all employers to have a complaint form for employees to report alleged incidents of sexual harassment. If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to the Personnel Officer, Paul Eldridge. You may submit this form in person, through inter-office mail marked "Confidential," or by email at Paul.Eldridge@putnamcountyny.gov You will not be retaliated against for filing a complaint. If you are more comfortable reporting verbally or in another manner, you may contact the Personnel Officer, Paul Eldridge, at 845-808-1650, Ext. 46105. A copy of this form will be completed and provided to you.

### COMPLAINANT INFORMATION

Name: \_\_\_\_\_ Work Phone/extension: \_\_\_\_\_  
Department: \_\_\_\_\_ Job Title: \_\_\_\_\_ Work  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Select Preferred Communication Method:  Email  Phone  In person

### COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is made about: \_\_\_\_\_  
Email: \_\_\_\_\_ Work Phone/extension: \_\_\_\_\_  
Department: \_\_\_\_\_ Job Title: \_\_\_\_\_ Work  
Address: \_\_\_\_\_  
Relationship to you:  Supervisor  Subordinate  Co-Worker  Other: \_\_\_\_\_

2. Please describe the conduct you are complaining about and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents, photos, or other information/evidence.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Date(s) conduct occurred: \_\_\_\_\_ Is the conduct continuing?  Yes  No

4. Please list the name and contact information of any witnesses or individuals who you believe may have information related to your complaint:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I attest that the information I have provided is a true and accurate description of the incident and that I have not willfully or deliberately made false statements.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_



## PUTNAM COUNTY

### WORKPLACE VIOLENCE PREVENTION INCIDENT REPORT

The employee affected by the incident should complete Section 1 of this form and submit a copy to their department head and the Personnel Department as soon as possible but in all cases no later than two working days of the incident. The department head will be responsible to review the incident, complete Section 2 and forward the completed form to the Personnel Department as soon as possible but in all cases no later than two working days of receipt of the incident report. In all cases where the department head is the subject of the report, the employee should submit the completed report to the Personnel Department.

#### SECTION 1 TO BE COMPLETED BY EMPLOYEE FILING INCIDENT REPORT

<u>Employee Name:</u>	<u>Job Title:</u>	<u>Department:</u>
<u>Date of Incident:</u>	<u>Time of Incident:</u>	
<u>Location of Incident:</u>		
<u>Date/Time Reported:</u>		

**List any individual who may have witnessed this incident:**

**Which best describes the assailant:**

Member of the Public	Name/Address (if known)
Client/customer	Name/Address (if known)
Coworker	Name/Department
Domestic Partner/Family member	Name
Former Employee	Name/Address (if known)
Employee Supervisor	Name
Unknown	

**Which best describes the incident:**

Physical Assault		Brandishing Weapon	
Threat		Property Damage	
Stalking		Other	



**SECTION 2**

**TO BE COMPLETED BY DEPARTMENT HEAD**

Please complete and forward a signed copy to the Personnel Department. Indicate all actions taken by the Department with regard to this incident and any steps, recommendations or referrals made to remedy the current incident and mitigate future incidents of a similar nature.

Date Received: \_\_\_\_\_

I attest that the information I have provided is a true and accurate and that I have not willfully or deliberately made false statements.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**AUTO LOSS NOTICE**

# INCIDENT/ACCIDENT REPORT

Insured Name: \_\_\_\_\_ Policy #: \_\_\_\_\_

Date of Occurrence: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Brief Description of Incident: \_\_\_\_\_

\_\_\_\_\_

Location of incident: \_\_\_\_\_

Police Department: \_\_\_\_\_ Case #: \_\_\_\_\_

## **INSURED VEHICLE**

Year/Make/Model: \_\_\_\_\_

Vin #: \_\_\_\_\_ Color: \_\_\_\_\_

Plate/Tag #: \_\_\_\_\_ State: \_\_\_\_\_

Damage/Estimate: \_\_\_\_\_

Location of Vehicle: \_\_\_\_\_

Driver Name, Address & #: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

DOB: \_\_\_\_\_ License # - State: \_\_\_\_\_

# all vehicles with your vehicle being #1



Description \_\_\_\_\_

\_\_\_\_\_

Damage/Estimate: \_\_\_\_\_  
Location of property: \_\_\_\_\_  
Owner Name, Address & #: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_

**OTHER VEHICLE INFORMATION**

Owner Name, Address & #: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Year/Make/Model: \_\_\_\_\_  
Vin #: \_\_\_\_\_ Color: \_\_\_\_\_  
Plate/Tag#: \_\_\_\_\_ State: \_\_\_\_\_  
Damages: \_\_\_\_\_  
Insurance Carrier/Code: \_\_\_\_\_  
Insurance Policy #: \_\_\_\_\_

Driver Name, Address & #: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
DOB: \_\_\_\_\_ License # - State: \_\_\_\_\_

**\*\*\*\*IF MORE THAN ONE VEHICLE INVOLVED, PLEASE ATTACH SEPARATE SHEET WITH ABOVE INFORMATION FOR EACH VEHICLE\*\*\*\***

**INJURIES**

Name, Address, #: \_\_\_\_\_  
\_\_\_\_\_  
Type of injury and where taken: \_\_\_\_\_  
\_\_\_\_\_

---

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Contact Number(s): \_\_\_\_\_

**SECTION FOUR: ACKNOWLEDGEMENT OF RECEIPT OF MANUAL**



## EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

I \_\_\_\_\_, acknowledge that I have read the Putnam County Employee Handbook. I understand that this Handbook is not a contract of employment, and Putnam County reserves the right to amend any section of the Handbook at any time. If I am covered by a collective bargaining agreement (Union contract), and in the event of a conflict with an employee benefit, personnel policy, personnel procedure, or any other provision set forth in the Employee Handbook, the collective bargaining agreement will supersede. I understand that as an employee it is my responsibility to follow all policies and procedures set forth in the Handbook, as well as those outlined in the collective bargaining agreement, if applicable, and those required by my Department Head.

**I have read the following policies, and I agree to abide by all policies, procedures, rules, and regulations:**

### Employee Time and Accrual Use

- Bereavement Leave
- Blood Donation Leave
- Donation of Time
- Family Medical Leave Act (FMLA)
- Jury Duty/Court Leave
- Military leave
- Time off to Vote
- Leave Request for Cancer Screening
- Leave for Bone Marrow Donors and Organ Donors

### Employee Health, Safety, and Wellness

- Drug free workplace
- Nursing mothers
- Discrimination and Sexual Harassment Prevention
- Workers compensation
- Workplace Violence Prevention

### Employee Travel

- Meal Allowance
- Mileage Reimbursement
- Vehicle Policy

### Putnam County Property

- Public Facility Access Policy
- Service Animals
- Smoke Free Workplace

### Technology Use

- Security and IT Use Policy
- Cell Phone Policy and Procedures

### Miscellaneous

- Appropriate Attire
- Campaign Contributions
- Code of Ethics
- Employee Licenses
- Inclement Weather Policy
- Outside Employment
- Reproductive Health Rights
- Tuition Reimbursement
- Unemployment

\_\_\_\_\_  
Employee Signature

*Please provide a signed, original Acknowledgement form to Personnel*

\_\_\_\_\_  
Date

Department: \_\_\_\_\_