



VILLAGE OF MILLBROOK EMPLOYEE HANDBOOK

35 MERRITT AVENUE

P.O. BOX 349

MILLBROOK, NY 12545

TEL: 845-677-3939

FAX: 845-677-3972

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Welcome to Employment with the Village of Millbrook

As an elected official, appointed official or employee of the Village of Millbrook you have a unique opportunity to serve our community. While you carry forth with your duties, always be aware that the Village is run with public funds for the direct benefit of Village residents. As the guardians and administrators of these public funds and services, our responsibility is to provide for general health and safety in the most fiscally prudent manner possible.

This handbook has been prepared to set forth the policy of the Village of Millbrook and answer any questions you may have regarding your employment. Familiarize yourself with our policies, procedures and benefits. We encourage you to ask questions so that you will have a comprehensive understanding of what is expected of you during your employment. We ask that upon completing your review of the handbook, you sign and submit the acknowledgement form at the end of the document. This form will become part of your personnel file and attests that you have read and accept the contents contained within. When the Board of Trustees deems necessary, updates will be made to this policy and you will be provided with those changes.

This Employee Handbook is not a contract that guarantees employment for any specific duration, or at a defined employment position or rate. Although we hope that your employment will be mutually satisfying, the Village of Millbrook may terminate this relationship with or without cause or notice, except in the case of elected officials and those appointed officials tied to the term of the Mayor.

As a municipality governed by the laws of New York State we serve the taxpayers above all else and must be responsive to budgetary fluctuations. Upon adoption of this policy all previous policies and benefit packages are null and void and the contents herein are effective as of the passage date.

The Village of Millbrook wishes you the best of luck and success in your new position. It is our sincere hope that you have a rewarding and happy experience.

Equal Employment Opportunity/Conditions of Employment

The Village of Millbrook provides equal employment opportunities to all employees and applicants for employment, without regard to race, color, religion, sex, national origin, age, disability, or military veteran status, in accordance with applicable Federal and New York State laws.

Additionally, the Village of Millbrook complies with all applicable Federal, New York State, and local laws governing nondiscrimination in employment and this policy applies to all terms and conditions of employment, including but not limited to the hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absences, compensation and training of all employees.

All potential employees must complete an official Dutchess County application for employment and are subject to meeting the qualifications set forth by Dutchess County for specific civil service positions. The Village Clerk will notify Dutchess County of all personnel and salary changes regarding employees. In addition it is a condition of employment that an I-9 is on file confirming an employee's immigration status and eligibility for employment.

All employees must be presented by the Mayor to the Board for appointment approval prior to the commencement of duties and receipt of compensation. Compensation for Village positions is set annually during the budget process and is subject to the discretion and approval of the Village Board. Mid fiscal year adjustments can be made with due cause and majority Board approval. These mid year adjustments can reduce compensation of Village employees to contend with budget deficits or changes in duties.

Ethics

The Village maintains an official Code of Ethics, included in the appendix. All employees and elected officials should refer to General Municipal Law, Sections 803 and 804.

All elected official must submit a conflict of interest form. It is the employee's responsibility to update their Conflict of Interest form when a change in status occurs.

Harassment/Sexual Harassment

The Village of Millbrook prohibits any form of employee harassment based upon race, color, religion, sex, national origin, disability, status as a veteran, or on the basis of an employee's relationship with any group protected by Federal, New York State, or local laws.

The Village of Millbrook has a strict policy prohibiting sexual harassment which by definition includes unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature. The Village of Millbrook will deal severely with individuals making offensive comments, jokes, innuendos and other sexually orientated statements. Punishment may include immediate dismissal.

As prescribed by local law, the Mayor is responsible for the direction of all Village employees. Notification of offenses regarding Village policy should be directed to the Mayor in writing, but may also be discussed in a meeting where at least one member of the Board of Trustees is present. The Board of Trustees must be notified of any claims against the Mayor.

Safety and Health

The Village of Millbrook is committed to providing a safe and healthful working environment. Every effort is made to comply with relevant Federal and New York State Occupational Safety and Health Laws (OSHA) and to develop the best operations, procedures and programs conducive to maintaining such a safe and healthful environment. This policy is intended to minimize the exposure of employees to any health or safety risk. Therefore all employees are expected to maintain safe working conditions and to adhere to specific department operating procedures designed to prevent injuries and illness.

All injuries, regardless of severity should be immediately reported to department heads as well as unsafe conditions, equipment or practices.

Violence in the Workplace

The Village has an independent Violence in the Workplace Policy that was adopted on March 9, 2010. All employees are required to receive training and acknowledge their commitment to a violence free workplace. This policy is attached as an addendum.

Nondiscrimination and Disabilities Act

The Village of Millbrook complies with the Americans With Disabilities Act and all applicable Federal, New York State, and local laws that guard against discrimination in employment against qualified individuals with disabilities. The Village of Millbrook provides reasonable accommodation for such individuals in accordance with these laws.

Qualified individuals with disabilities may make requests for reasonable accommodation in writing to the Village Mayor. Upon receipt of such an accommodation request, the Mayor and the Board of Trustees will meet with the requesting individual to discuss and identify precise limitations resulting from the disability, and the potential accommodation that the Village is willing to make to help overcome those limitations without creating an undue operational or financial hardship on the Village of Millbrook. The Board may request the opinion of an individual's physician regarding the ability of the employee to carry out the prescribed duties of their position.

Employment of Relatives

The Village of Millbrook permits the employment of qualified relatives of employees, as long as such employment does not in the opinion of the Board of Trustees, create an actual or perceived conflict of interest, the granting of preferential treatment, or the hiring of a related individual instead of another applicant who is more qualified. The Village of Millbrook will exercise sound judgment in the placement of related employees in the same department so long as employment of relatives does not place one relative in a position to manage, supervise, report to, or otherwise influence the work responsibilities, or salary of the other relative.

Drugs, Alcohol, Smoking

The Village of Millbrook maintains a workplace free of illegal drugs. All employees, especially equipment and vehicle operators, may be screened for drug and alcohol use without prior notice. Employees may be required to give the Village of Millbrook permission to access their medical records in connection with these screenings. All screenings will be at the expense of the Village and random in nature.

Any employee suspected of performing their duties while under the influence of drugs or alcohol will be relieved of the day's duties, suspended, and screened for substance abuse. A zero tolerance policy is in effect and termination may result from non adherence. Any suspected misuse of drugs and/or alcohol should be immediately reported to the appropriate supervisor and ultimately the Mayor.

The Village of Millbrook adheres to the County of Dutchess law that prohibits smoking in any Village building, or in any facility in which the Village is conducting business, or holding a special event.

Absenteeism and Tardiness

All Village of Millbrook employees are expected to assume responsibility for their attendance and promptness.

If you are unable to work because of illness or any other serious reason, you must notify your department head as soon as you are aware that you will not be able to work, and prior to the normal starting time for your position. Non notification will be considered an unexcused absence.

Absenteeism or tardiness that is un-excused or excessive in the opinion of the Village Board can become grounds for disciplinary action up to and including dismissal.

If absence due to illness exceeds three (3) consecutive days, a statement from your physician may be required before you will be permitted to return to work.

Inappropriate Conduct

The types of behavior the Village of Millbrook considers inappropriate include, but are not limited to the following:

- Making a false statement on an employment application or any Village record.
- Violation of the nondiscrimination and/or sexual harassment policy.
- Excessive absenteeism or tardiness.
- Reporting to work or performing work under the influence of alcohol and/or drugs.
- Unnecessary or unauthorized use of Village supplies, tools, materials, or any other Village property when that use is not for the benefit of all Village residents.
- Use of Village computers for personal internet or computing activities.
- Excessive personal telephone calls.
- Insubordination or refusal to perform a duty as prescribed by the Mayor of the Village of Millbrook.
- Disposing of or removal from site of any Village property without permission of department head.
- Accepting gratuities in excess of \$75.00 for favor. An Elected Official may never accept a gratuity.
- Illegal activity.
- Unauthorized Weapons-(see Violence in the Workplace Policy)

If your performance, work habits, overall attitude, conduct or demeanor becomes unsatisfactory in the judgment of the Village of Millbrook Board of Trustees, you will be subject to disciplinary action up to and including dismissal.

Personnel Files

The Village of Millbrook maintains a personnel file for each Village employee. These files contain documentation regarding all aspects of the employee's relationship with the Village. The Village of Millbrook complies with all Federal and New York State rules and regulations regarding the privacy of an employee's personnel file.

Personnel files will include your Dutchess County Employment application, position job description, W-4, I-9, handbook acknowledgment form, conflict of interest form, retirement system enrollment or denial, emergency contact, medical insurance enrollment information or denial, and violence in the workplace acknowledgment form. Files may also include disciplinary warning notices, performance reviews, letters of commendation, training certificates and annual certification requirements forms.

You may review your personnel file by making the appropriate arrangements with the Village Clerk, but you may not add or remove any documentation to your personnel file. Please ensure that your file is up to date and necessary information is current.

Classification of Employees

For purposes of salary administration, eligibility for overtime, health benefits and retirement status, the Village of Millbrook classifies its employees as follows:

Elected Officials, Appointed Officials and Employees.

Full Time Status: an appointed official or employee hired to work

- a) **Non-Exempt**-a 40 hour work week on a regular basis and paid an hourly rate. Non exempt employees are entitled to overtime for work in excess of 40 hours during a week.
- b) **Exempt**-a 35 or 40 hour work week on a regular basis and paid a set salary. Exempt employees are not entitled to overtime pay but may be eligible for compensation time at the discretion of the Mayor.

Part Time Status: Temporary hires, all elected officials and any employee who is not full time. (ex. Seasonal)

Salary Administration

Your salary or hourly rate will be reviewed on an annual basis during the budget preparation process. Changes will go into effect on the first payroll of the new fiscal year which includes June 1st.

Regular Pay procedures

The Village of Millbrook complies with all applicable Federal and New York State laws that require detailed attendance/payroll records be maintained of the hours worked by all Village employees.

Department heads are required to submit records of time worked including any benefit time used during a pay period. This form may be reviewed by you prior to its submission to the Village Clerk. If you detect errors or discrepancies, please discuss these with your department head.

All Village of Millbrook employees and elected officials are paid by check. Payroll is biweekly and monthly with the work week beginning on a Thursday and ending fourteen days later on a Wednesday. To ensure timely payment, all time sheets must be submitted by close of business on the Wednesday that completes the pay cycle and checks will be issued and dated on the following Friday. All required deductions, such as Federal, New York State, and local taxes as well as all authorized deductions will be automatically withheld from your paycheck. Please review your paycheck carefully for errors. Benefit time accrued and used will be listed on each stub along with your deductions.

Prepayment of salary is not authorized under any circumstances.

Falsification of a time record is a breach of Village policy and is grounds for disciplinary action, including the possibility of termination of employment.

Overtime Pay Procedures

If you are classified as a full time, non-exempt employee, you will receive compensation for approved overtime work as follows:

You will be paid at straight time (your regular hourly rate of pay) for all hours worked up to 40 hours in any work week and one and one-half time your regular hourly rate of pay for any time worked in excess of 40 hours in any work week.

Weekend and holiday non-emergency overtime permission must be obtained from the appropriate Board of Trustee liaison or the Village Mayor. The Village Highway Department has a storm policy which is administered by the Board liaison. The Village recognizes the commitment made by Highway Department workers who are called to perform street maintenance at all hours of the day and with very little notice during storm events. They are considered on call 24 hours a day.

Emergencies may arise due to storms, floods, and unforeseen water/sewer events. These as well as planned special events occurring in the village may force the need for overtime hours to be worked by all classes of village employees.

Part time police officers serving at “special details” are eligible for premium pay. Special details include; the Fireman’s Carnival, Memorial Day Parade, Fireworks Events, Halloween, New Years Eve Millbrook, and any other detail approved by the Mayor.

Our primary objective is to provide for the health and welfare of the community. All efforts will be made to supply reasonable notice when the need for your services arises. However, please remember that as civil servants it is our duty to serve above and beyond when called upon. While we understand that illness and personal commitments may preclude your availability to work in an emergency situation, or for special details, excessive absences under these circumstances may result in job performance review and possible termination.

Holidays

The Village of Millbrook provides for paid time off to recognize the following holidays:

New Year's Day
Martin Luther King's Day
President's Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Election Day
Veterans Day
Thanksgiving Day
Day After Thanksgiving
Christmas Day

Holidays which fall on a Saturday are observed on the preceding Friday.
Holidays falling on a Sunday are observed on the following Monday.

Village police officers who work on New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, or Christmas day will be paid time and one half.

Vacations

The Village of Millbrook grants annual paid vacations to its full and part time employees. The number of days granted depends on your length of service and status:

Full time non-exempt employees with less than ten years service who are regularly scheduled to work 40 hours per work week shall receive two (2) weeks vacation per fiscal year. Full time nonexempt employees with more than ten years of service shall receive three (3) weeks and Full time non exempt employees with more than 20 years of service shall receive four (4) weeks vacation per fiscal year. One day of vacation is equivalent to eight (8) hours.

Full time exempt employees with less than ten years service who are regularly scheduled to work 35 hours per week shall receive two (2) weeks vacation per fiscal year and those with more than ten years service shall receive three (3) weeks vacation. Full time exempt employees with more than 20 years of service shall receive four (4) weeks vacation per fiscal year. One day of vacation is equivalent to seven (7) hours.

Part time hourly employees, including the police department, are not eligible for benefit time.

Part time salaried employees are entitled to two weeks of prorated vacation per fiscal year, based on the work hours per day assigned to their position. For example, an employee who works twenty (20) hours per week is entitled to a total of forty (40) hours of vacation time per fiscal year.

New employees hired after December 1st of a fiscal year are only entitled to one (1) week vacation for the remainder of that year.

Benefit time for all employees is reset at the start of the Village fiscal year, June 1st.

Vacations may be taken at any time during the fiscal year with department head approval. Since most departments consist of 2-3 employees, vacations may not be taken simultaneously. Requests will be awarded in the order the time off request forms are received.

Unused vacation time may not be carried over to the following year and no payment will be made in lieu of taking vacation. Payment will be made in lieu of taking vacation only upon separation of service from the Village of Millbrook if such separation occurs after November 1st.

Employees who are terminating employment with the Village of Millbrook prior to November 1st are not entitled to unused vacation time.

Personal Days

Recognizing that employees have personal business to conduct during business hours, full time non-exempt and exempt employees are entitled to take up to four (4) paid personal days per fiscal year. These days may be taken in hourly increments based on the schedule of position hours, as outlined under vacation time guidelines. Approval should be obtained from the department head.

Unused personal time may not be carried over to the following year and no payment will be made in lieu of taking personal time

Sick Time

Full and Part time non-exempt and exempt employees of the Village of Millbrook are entitled to twelve (12) sick days per fiscal year, earning one day per month. These days may be taken in hourly increments based on the schedule of position hours as outlined under vacation time guidelines.

Credit for sick time will be given at the start of each fiscal year, June 1st. Remedy will be sought for sick days expended but not earned at time of separation if such situation exists.

Unused sick time may be carried over from one year to the next, but may not exceed 90 days of total accrued benefit time.

Volunteer Duty

The Village of Millbrook encourages employee volunteerism with the Millbrook Volunteer Fire Department and Rescue Squad. Any member employees will not be charged benefit time when responding to emergency calls during the course of the business day.

Health Insurance

All full time employees are entitled to health insurance coverage for themselves and their families using the designated primary insurance carrier. The health benefits effective date is subject to the insurance carrier's rules and regulations.

Premium cost for up to family coverage will be paid for all full time non-exempt and exempt employees at the rate of 100%.

Premium cost for up to single coverage will be paid for any elected official at the rate of 50%.

Part time employees are not eligible for health insurance, but may "buy in" to the group plan.

No insurance buy out provision will be offered at any level.

Retiree Health Coverage

The Village of Millbrook no longer recognizes the designation of retiree of The Village of Millbrook. Existing agreements in effect at the passage date of this document will be honored. Former retirees will be entitled to 50% of the cost of Medicare supplemental insurance.

Workers Compensation

The Village of Millbrook maintains a workers compensation insurance policy to provide for payment of your medical expenses and for partial continuation of your pay in the event of a work-related accident or illness.

All injuries and job related illnesses must be reported immediately to the Village Clerk. Failure to promptly report may result in the denial of your claim. All benefits and payments will be at the direction of the Workers Compensation Insurance carrier or hearing officer.

Disability Insurance

The Village of Millbrook maintains a disability insurance policy to provide for partial payments regarding a disability or maternity leave occurrence for all employees. All benefits and payments will be at the direction of the Disability Insurance carrier or hearing officer.

Voluntary Deductions

All classes of Village employees may participate in voluntary deduction programs as approved by the Board of Trustees. Programs for employee benefit include:

Deferred Compensation Plan-Pre tax dollars are withheld and invested by employee direction with the New York State Deferred compensation Plan. This is a long term savings plan designed to help you plan for retirement. The Village of Millbrook does not make employer contributions to this plan.

AFLAC-Supplemental insurance program financed by employee payroll deduction for the voluntary purchase of insurances related to but not limited to medical, dental, life and long term care.

Voluntary Deduction programs may be amended at the discretion of the Board of Trustees. Any employee interested in participating or learning more about these programs should contact the Village Clerk.

New York State Retirement

All full time non-exempt and exempt employees must participate in the New York State Retirement System Plan. The primary purpose of the retirement system is to provide secure and fully funded retirement benefits that members have earned as State and local government employees. The Village's participation is managed through the Office of the State Comptroller.

Employees must make a 3% salary contribution at this time through payroll deduction until fully vested in the plan. This is subject to change upon written notice from the New York State Retirement System. Years of service credit are awarded based on the number of hours worked in your position. The village has no decision making power in this respect. The program is operated by the New York State Comptroller's Office.

In some circumstances employees may make arrears payments to buy back service credit from previous employment.

Any employee who leaves public employment will retain their service credit for a predetermined amount of years and will have options regarding the future of their retirement account. The State Retirement System will address individual cases.

Part time employees are eligible to participate on a voluntary basis. Salary contributions are still set at 3%, but a part time employee would need to work more than a calendar year to receive a year of service credit. Part time employees not participating in the New York State and Local Retirement System must decline participation with a written notice to be kept in the employees personnel file.

Police Retirement

Part time police officers will be enrolled in the NYS Police and Fire Retirement system. There is no contribution required from police officers as per plan rules. The plan is managed by the Office of the State Comptroller.

Family and Medical Leave of Absence

The Village of Millbrook will grant a leave of absence to all classes of employee's who require time off to care for a child after birth or adoption, or to care for a family member (spouse, child, or parent) with a serious health condition, or in the event of the employees own serious health condition.

The employee must have been employed for at least one year and will be granted a leave up to six months with the guarantee that their employment will be continued upon their return to active duty. Requests for an extension of the original six month leave can be made to the Board of Trustees and any decision rendered is at their sole discretion.

All Family and Medical leaves are unpaid. Benefit time accrued must be exhausted prior to the leave becoming unpaid, as prescribed by law. Any group health insurance benefit will continue during the leave period, but additional benefit time will not be earned.

The Village reserves the right to require physician statements certifying the family members or employee's medical need.

If the medical leave was for the employees own serious health condition, you will be required to present a statement from your physician indicating that you are capable of returning to work and performing the essential and complete duties and responsibilities of your position prior to returning to work.

Village of Millbrook

Health and Safety Policy – Medical Leave

Any Active employee who is unable to fulfill his or her duties for a period of more than 72 hours due to significant illness or injury shall notify the Mayor or designated Department Head or liaison within 24 hours of the occurrence of such illness or injury.

Significant illness or injury is defined as any condition that can physically or emotionally prevent an employee from fully performing his/her duty as an employee. Such illness or injury includes but is not limited to the following:

Musculoskeletal injuries i.e. sprains, fractures, dislocation

Cardiac related

Other conditions for which the employee is hospitalized for more than 24 hours

Details of the illness or injury can be of a general nature. The Mayor or Department Head or liaison may excuse any employee from duty until he/she has recovered from his/her significant illness or injury and shall keep the information about the employee's condition confidential.

Unless the Mayor or Department Head or liaison deems otherwise, any employee medically excused from work for significant illness shall provide documentation of his/her fitness to return to work upon his/her return, such as a note from a treating physician. If an employee is unable to provide documentation of his/her fitness for work, the Mayor or Department Head or liaison may, at his/her discretion, request that the employee undergo a department "return-to-work" physical conducted by the Village retained by the Village of Millbrook for this purpose. Any paperwork or information related to employees' medical fitness will be kept strictly confidential, in accordance with HIPAA laws.

Refusal by an employee to notify the department of his/her absence or to obtain one of these certifications upon his/her return may be grounds for suspension.

Bereavement Leave of Absence

All classes of employees are granted up to five (5) consecutive days of paid service in the event of a death occurring in your immediate family (spouse, child, parent, sibling, grandparent, in-law). Up to three (3) days are granted for relatives not listed above.

Military Leave of Absence

All classes of employees are eligible for a military leave of absence. The leave may be for active military or reserve duty. A copy of your orders must be submitted to your department head as soon as you receive such orders. The Village will pay differential pay if any exists between your Village position pay and your military service pay. Your position will be guaranteed until your military duty or training is complete.

Jury Duty

The Village of Millbrook will pay your regular pay, up to one (1) week when you are called to Jury or Witness Duty. Individual cases where service exceeds one week may be reviewed and approved by the mayor and majority of the board of trustees. A copy of the official summons and proof of completed service must be submitted to the Village Clerk upon completion of service. Payment for jury duty should be submitted to the Village of Millbrook directly from the municipality where you served jury duty. The difference will not be taken from your paycheck.

Termination of Employment

Any employee, of all classes, wishing to voluntarily terminate their employment with the Village of Millbrook is required to submit written notice at least two (2) weeks prior to their departure date. Notice shall be provided to the appropriate department head and the Village Clerk.

The Mayor and Board of Trustees reserve the right to conduct an exit interview with any employee leaving the Village of Millbrook for any reason. The employee will be given the opportunity to discuss their job-related experiences.

Only unused vacation, if after November 1st , and unused sick time benefits will be paid upon departure.

Those employees, of all classes, who are involuntarily terminated, are eligible for a hearing as provided by the Dutchess County Personnel Department.

Employees covered by the Village of Millbrook Health Insurance Group Plan are eligible to continue said health insurance benefits under COBRA as prescribed by law.

All employees must notify the Village of Millbrook three (3) months prior to their official State retirement date.

Employment at Will

Notwithstanding any other provisions of or to the contrary, the employee is an employee at will who serves at the pleasure of the Village of Millbrook Board of Trustees. As such, he/she may be terminated by the Village for cause or without cause, and upon termination will receive such benefits as are provided for herein and by applicable law.

OFFICE OF
BOARD OF TRUSTEES
VILLAGE OF MILLBROOK
MILLBROOK, DUTCHESS COUNTY, N. Y.



VILLAGE OF MILLBROOK
WORKPLACE VIOLENCE POLICY

POLICY STATEMENT

The Village of Millbrook considers the safety and security of its employees, and those residents, vendors, contractors, and the general public (“visitors”) who visit Village property, to be of paramount importance and strives to provide them certain protections while on Village property. The goal of this policy is to promote the safety and well-being of all people in our workplace. The Village of Millbrook is strongly committed to providing its employees a work environment that is safe, secure, and free of harassment, threats, intimidation and violence. The Village will not tolerate workplace violence of any type, from any source, against its employees, visitors, facility users, or other individuals, nor against Village buildings, equipment, or property. Such “violence” shall include, but is not limited to, threats, abusive behavior, physically harming another or causing damage to a building or equipment, fighting, shoving, pushing, harassing, intimidating, coercing, brandishing weapons, and threatening or engaging in those activities.

The Village of Millbrook will not tolerate **any** such acts of violence and will take all reasonable and practical measures to prevent such violence and protect employees and visitors from acts of violence. This includes, but is not limited to, threats, threatening and abusive behavior, or acts of violence against (a) employees, visitors, users of Village facilities or other individuals, or (b) Village buildings, equipment, or property. In addition, weapons of any kind are prohibited in the workplace, unless specifically authorized herein.

The Village of Millbrook further prohibits weapons of any kind in the workplace. Employees are prohibited from possessing firearms or weapons of any kind while on Village premises; in Village vehicles while conducting business for the Village; or at work sites, or any other location during working hours or while representing the Village, regardless of whether the person is licensed to carry the weapon. Weapons include, but are not limited to, guns, knives, explosives, and other items used, among other things, to inflict harm. The only exceptions are law enforcement personnel, security personnel, and those exceptions as specifically set forth in this Policy. All employees that have knowledge of another employee’s wrongful possession of a weapon must report such to a supervisor, Department Head, or Village Mayor, as soon as possible.

Any and all incidents of workplace violence must also be promptly reported to the employees Department Head, supervisor, or Village Mayor, and should be reported by filing a Workplace Violence Incident Report Form, available to all employees. All incidents of violence or threatening behavior will be responded to immediately upon notification.

Violations of this policy will result in appropriate remedial, disciplinary, and/or legal action by the Village Board of Trustees, in accordance with what the circumstances warrant. This policy is designed to meet the requirements of the New York State Labor Law.

1. Purpose
2. Policy
3. Definitions
4. Weapons
5. Prohibited Activities
6. Notification and Reporting
7. Restraining and Protective Orders
8. Confidentiality
9. Village Response to Threats and Violence
10. Retaliation
11. Coverage
12. Designated Contact Person

VILLAGE OF MILLBROOK WORKPLACE VIOLENCE POLICY

1. Purpose

To define the policy of the Village of Millbrook that all employees have the right to work in an environment free from physical violence, threats and intimidation, and to promote the safety and well-being of all people in our workplace.

2. Policy

The safety and security of all our employees is of paramount importance to the Village of Millbrook (“the Village”). The Village will not tolerate workplace violence of any type, from any source. This includes, but is not limited to, threats, threatening and abusive behavior, or acts of violence against (a) employees, visitors, users of Village facilities or other individuals, or (b) Village buildings, equipment, or property. In addition, weapons of any kind are prohibited in the workplace, unless specifically authorized herein.

3. Definitions

- 3.1 Violence or threats:** Prohibited acts of workplace violence include, but are not limited to, threats, intimidation, physical attack or property damage.

Threat: The expression of intent to cause physical or mental harm or damage. Such an expression constitutes a threat without regard to whether the person communicating the threat has the ability to carry it out, and without regard to whether the threat is made on a present, conditional, or future basis. In determining whether the conduct constitutes a threat, including whether the action causes a reasonable apprehension of harm, the Village Board of Trustees will consider the totality of the circumstances.

Physical attack: Without limitation, unwanted or hostile physical contact such as hitting, pushing, kicking, shoving, throwing of objects or fighting.

Intimidation: Includes but is not limited to acts of aggression, stalking or engaging in actions, whether verbal or physical, which frighten or coerce.

Property damage: Intentional or reckless damage to, or destruction of, property owned by the Village, Village personnel, contract and temporary employees, volunteers, customers and anyone else on Village property.

Other examples of violence include, but are not limited to:

Stalking another employee, with the intent or result of causing fear or material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

Distributing “hate” literature or engaging in other communications that advocate violence.

Any behavior that would qualify under the Village’s Sexual Harassment Policy located in the Employee Handbook including but not limited to threatening phone calls, e-mails, letters, stalking, and/or suggestions or intimation of violence.

Being in possession of weapons on Village property, including weapons in private vehicles in Village parking lots, or in Village vehicles, unless specifically authorized.

- 3.2 Weapons:** Includes a device, instrument, material or substance which is used for, or can cause, death or bodily injury, or damage to property. Weapons include, but are not limited to: explosives or an explosive weapon, a device principally designed, made or adapted for delivering or shooting an explosive weapon, a machine gun, a rifle or shotgun, a handgun or pistol, a firearm silencer, a switchblade knife or any other type of knife, or brass knuckles, or any other implement for infliction of bodily injury, damage to property, or death, which has no common lawful purpose for the person possessing it. Pocket knives or knives used solely for eating, food preparation or distribution, are not considered “weapons” for purposes of this policy unless used to inflict bodily injury or property damage, threaten or intimidate, or are possessed for illegal purposes or intentions.
- 3.3 Worksite/Workplace:** Any location away from the employee’s domicile, permanent or temporary, where an employee performs any work-related duty in the course of his or her employment by an employer, and includes all real property owned or occupied by the Village, Village vehicles and personal vehicles when performing Village business off Village property.
- 3.4 Reasonable suspicion:** The degree of knowledge sufficient to induce an ordinarily prudent and cautious person to believe that the circumstances being presented are more likely to be true than not. Reasonable suspicion must be based on an articulatory, specific and objective basis and may include direct observation, or information received from a source believed to be reliable.
- 3.5 Employee:** For purposes of this policy, persons receiving a payroll check, contractors and volunteers.

- 3.6 Possession:** Includes but is not limited to, the presence of a weapon on the employee's person, in his/her motor vehicle while working or performing Village business, in his/her desk, lunch box, toolkit, bag, purse, cabinets, office, etc.

4. Weapons

Despite laws which provide for permits allowing individuals to carry concealed handguns (New York State Penal Law Article 400), it is the Village's policy to prohibit the possession of all weapons, including handguns, on property owned, operated or under the control of the Village. Weapons of any kind are prohibited in the workplace. The only exceptions to this prohibition are as follows:

Firearms used for instructional or Village-sanctioned ceremonial purposes.

Persons employed in the Army, Air Force, Navy, Coast Guard, or Marine Service of the United States or any member of the New York National Guard when in the discharge of their official duties and acting under orders requiring them to carry arms or weapons.

Civil officers of the United State in the discharge of their official duties.

Officers and soldiers of the militia and the National Guard when called into actual service.

Officers of the State, or any county, City or Town, charged with the enforcement of the laws of the State, when in the discharge of their official duties.

Any registered security officer/guard who meets licensing requirements, who is discharging such officer's duties.

Any law enforcement officer, police officer, corrections officer or bonded and sworn deputy sheriff may carry handguns always pursuant to a written directive by the executive supervisor of the organization to which the person is attached or employed, despite the person's regular duty hours or assignments.

5. Prohibited Activities

The Village specifically prohibits the following and the Village Board of Trustees may discipline an employee up to and including dismissal for any of the following:

- 5.1** Use, possession, or sale of any weapon on the work site.
- 5.2** Storing any weapon in a motor vehicle, desk, lunch box, locker, toolkit, bag, purse, cabinets, office or other repository on the work site.

- 5.3 Refusing to submit to an inspection for the presence of a weapon based on reasonable suspicion.
- 5.4 Refusing to allow inspection of storage areas specified in 5.2 above based on a reasonable suspicion that a weapon or weapons will be found in such an area.
- 5.5 Conviction under any criminal statute for the illegal use or possession of a weapon or upon conviction of committing a violent act against the person or property of another while employed by the Village of Millbrook.
- 5.6 Engaging in violence or threats of violence, or causing damage.

6. Notification and Reporting

All Village personnel are responsible for notifying the contact person designated below of any threats or violence that they witness or receive or that they are told another person witnessed or received. Even without a specific threat, all employees should report any behavior they have witnessed that they regard potentially threatening or violent or which could endanger the health or safety of an employee when the behavior might be or has been carried out on a Village-controlled site or is connected to Village employment or Village business. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threatening behavior and the person or persons being threatened. All incidents should be reported on the Village's Workplace Violence Report Form, a sample of which is attached hereto.

7. Restraining and Protective Orders

An employee who applies for or obtains a protective or restraining order that lists Village properties as protected areas must provide to the designated contact person below a copy of the petition and declarations used to seek the order and a copy of any temporary or permanent protective or restraining order that was granted.

8. Confidentiality

The Village understands the sensitivity of the information requested and has developed confidentiality procedures that recognize and respect the privacy of the reporting employee. Note that the Village cannot promise absolute confidentiality because it may be bound to report the incident or situation to a law enforcement agency, other governmental agency, etc. However, the Village will maintain the anonymity of the reporting employee when at all possible.

9. Village Response to Threats and Violence

In the event a complaint or concern arises with regard to compliance with this policy, the Village Board of Trustees, or any such officer or employee the Board may designate, will promptly conduct an investigation to determine the validity of the complaint and what, if any,

corrective action should be taken to resolve the matter and promote a violence-free workplace.

Depending on the seriousness of the allegation(s) and other factors that the Village Board of Trustees deems relevant, such as security concerns, potential disruptions, etc., any person who makes threats, exhibits threatening behavior, or engages in violent acts on Village property shall be removed from the premises as quickly as safety permits and shall remain off Village premises pending the outcome of an investigation.

Following an investigation which indicates this policy was violated, the Village Board of Trustees will initiate an immediate and appropriate response. This response may include, but is not limited to, suspension and/or termination of any business relationship, reassignment of job duties, suspension with or without pay, or termination of employment, and/or criminal prosecution of the person or persons involved. Other corrective action might include: coaching, mediation, other disciplinary action, transfer or demotion, reaffirmation of the policy, individualized or group training, counseling, etc.

10. Retaliation

The Village of Millbrook respects the right of employees to raise concerns regarding violent activities and cooperate with necessary investigations. Retaliation against employees who report violence or participate in investigations is strictly prohibited. "Retaliation" is broadly construed. It includes not only overt retribution, but also acts such as refusal to communicate or cooperate regarding work related matters, withholding information or assistance needed to perform one's job, more closely scrutinizing any employee's work performance, etc.

An employee who feels (s)he has been retaliated against for reporting violence or participating in an investigation should promptly report the retaliation to his/her immediate supervisor. If the employee, for any reason, feels uncomfortable reporting the alleged retaliation to his/her immediate supervisor, the employee may report to the Department Head, the Village Clerk, the Village Mayor or other appropriate official.

11. Coverage

The Village Board of Trustees at its discretion may from time to time modify this policy. In the event the policy is revised, a copy of the revised policy will be provided to each employee.

VILLAGE OF MILLBROOK
Telephone / Cell Phone Usage

Guidelines – Telephone and cell phone usage must adhere to the following guidelines:

- Village cell phones will be issued to the Mayor, Public Works Superintendent, Building Inspector, and Police Department. They may be used for calls, texting, and e-mail retrieval.
- The Millbrook Fire Department will issue Village cell phones to department officers.
- An employee may not make or receive personal calls on a Village provided telephone or cell phone that will result in additional plan charges to the Village, except in an emergency and/or with prior approval from the Department Head. The employee must reimburse the Village for the cost of the call. (The current Village Verizon Wireless contract does not allow any additional data charges for Village of Millbrook employees or volunteers. 1/11/2016)
- Employees should answer all calls promptly and speak in a clear, friendly and courteous tone;
- An employee must identify themselves upon answering a phone call. If the call is not for the employee who answers, the employee must transfer the caller to the correct party or take a message recording all pertinent information;
- If the call must be placed on hold, the employee who answered the call must return to the line frequently to confirm that the call is being transferred;
- Collect calls may not be accepted without the approval of the Department Head or Mayor;
- An employee may make personal telephone calls during business hours, however, such calls should be limited in duration and frequency and must not interfere with the performance of the employee's job duties;

Village of Millbrook Social Media Policy

This policy applies to all officers, employees, and volunteers of the Village of Millbrook; collectively referred to as officials.

Purpose

The Village of Millbrook acknowledges that use of technology by Village employees provides several useful benefits including training and the acquisition of useful information for the betterment of the Village and its residents. It also allows for the dissemination of information to the public. As such, the Village of Millbrook embraces the usage of instant technology and social media to that end.

This policy establishes the Village of Millbrook social media and instant technology use protocols which are intended to clarify expected behavior and mitigate associated risks from the use of this technology where possible.

Definition of Social Media

For the purposes of this policy Social Media is defined as content created by individuals using technology which is then dispersed through the internet or mobile phone networks. This content includes but is not limited, instant messaging, texting, blogging, paging; and social media networking sites including Facebook, MySpace, RSS, YouTube, FourSquare, Twitter, Tumblr, LinkedIn, Delicious, Flickr, and any other information sharing services, websites and/or blogs.

All official Village social media pages shall be approved by the Mayor or the Board of Trustees or their designees. All social media content shall adhere to all applicable laws, regulations and policies including the records management and retention requirements set by law and regulation.

The Internet and other information sharing devices are global entities with no control of users or content. Therefore, available resources may contain material of a controversial nature. The Village of Millbrook is not responsible for material found on these sources.

The Village of Millbrook appreciates the value of such technology, however we prohibit any dissemination of village information that violates personal privacy or portrays the Village of Millbrook to the public in an illegal or negative manner (intentional or unintentional).

Therefore, no information, videos or pictures gathered while on Village of Millbrook business (this includes meetings, details, trainings or anything occurring on Village property or at Village functions) may be shared or posted in any format official or personal without the approval of the Mayor, Fire Chief, or the Board of Trustees.

Although members of the media and general public may openly take and share photos via social media; the Village of Millbrook insists that officers, employees and volunteers refrain from sharing any information or photos acquired while performing official Village business without consent of the Mayor or Board of Trustees.

Under this restriction, officers, employees and volunteers are prohibited from disseminating or transmitting in any fashion photographs or images of individuals conducting Village business. Any such transmission may violate New York State Laws and/or the HIPPA privacy rights of such individuals and may result in a criminal and/or civil proceeding being commenced against employees violating this provision of the policy.

Under this restriction, officers, employees and volunteers are prohibited from disseminating or transmitting in any fashion photographs or images of individuals involved in emergency services situations such as vehicle accidents or fires. Any such transmission may violate New York State Laws and/or the HIPPA privacy rights of such individuals and may result in a criminal and/or civil proceeding being commenced against employees violating this provision of the policy.

This policy is not intended to limit your right of freedom of speech or expression; but because we are a public entity, it has been put in place to protect the Village, its officers, employees, volunteers, and the public we are sworn to serve. All officials are advised that their speech directly or by means of instant technology, either on or off duty, and in the course of their official duties, may not be protected speech under the First Amendment.

Any speech that impairs or impedes the performance of the Village, undermines discipline and harmony among co-workers, or negatively affects the public perception of the Village may be sanctioned.

As a basic constitutional concept of law, a public employee may comment on a matter of public concern. However, airing personal workplace grievances does not raise a matter of public concern.

Conduct of Employees

Employees must follow the following guidelines when discussing the Village of Millbrook on any Social Media, official or personal:

- Make clear that you are expressing your personal opinion and not that of the Village of Millbrook.
- Do not make any disparaging or false statements or use profane language.
- Do not make any statements or other forms of speech that ridicule, malign, disparage or otherwise express bias against any race, religion or protected class of individual.
- Do not share confidential or proprietary information.
- Do not violate Village of Millbrook policies including the Code of Ethics.

- Do not display Department of Village logos, uniforms or similar identifying items without prior written permission.
- Do not publish any materials that could reasonably be considered to represent the views or positions of the Village of Millbrook without authorization.
- Do not publish sexual content or links to sexual content.
- Do not engage in or encourage illegal activity.
- Do not publish information that may tend to compromise the safety or security of the public or public systems.
- Do not publish content that violates a legal activity
- Do not publish content that violates a legal ownership interest of any other party
- Do not publish images and/or video of residents and graphic images that are defamatory, obscene, slanderous or unlawful; and/or tend to interfere with the maintenance of proper discipline; and/or damages or impair the reputation and/or efficiency of the Village or employees.

Any employee engaging in social media or social networking activities, will maintain a level of professionalism in both on-duty and off-duty conduct that is consistent with the honorable mission of the Village.

Use of Social Media While on Duty

1. Employees may not use social media while operating Village owned equipment.

Photography and Videography

1. The use of cameras (still and video) shall not interfere with your role as an official.
2. Do NOT take or distribute photos on any medium where an individual conducting Village business, or vehicle license plates could be identified.
3. NEVER take graphic or revealing photographs.
4. Photographs on Village computers and phones are the property of the Village of Millbrook and are not to be copied, mailed, emailed, or printed without prior authorization from the Mayor or the Board of Trustees.
5. Law firms and/or civilian agencies requesting photographs of any nature shall be required to make a formal request via the Village Records Management Officer.

Information Distribution

It is the role of the Mayor, Board of Trustees, and the Fire Chief to distribute information to the press and public. No other official shall be allowed to distribute information to the press or public without expressed consent by the Mayor. This includes but is not limited to written, auditory, and/or visual messages communicated via Village of Millbrook resources or via personal devices, such as cell phones, PDAs, etc, and/or social media platforms. Any written, auditory, and/or visual messages communicated by an official that are relative to the Village of Millbrook are the sole property of the Village of Millbrook.

The Village of Millbrook owns the rights to all data and files in any owned computer, network, cell phone or other information system. The Village of Millbrook also reserves the right to monitor electronic mail messages (including personal/private/instant messaging systems) and their content, as well as any and all use of the internet and of computer equipment used to create, view, or access e-mail and internet content.

Officials must be aware that the electronic messages sent and received using Village of Millbrook equipment are not private and are subject to viewing, downloading, inspection, release, and archiving by Department Heads or liaisons at all times. The Village of Millbrook has the right to inspect any and all files stored in private areas of the network or on individual computers or storage media in order to assure compliance with policy and state and federal laws.

Inappropriate use of the Internet and instant technology while on Village business may result in disciplinary actions, up to and including termination/expulsion of an official of the Village of Millbrook.

Village of Millbrook computer equipment is to be used for Village/department business purposes in a professional and businesslike manner.

VILLAGE OF MILLBROOK DEBIT CARD POLICY

Purpose:

To establish a convenient, efficient and cost-effective method of purchasing goods and services particularly via the internet, when vendors will not accept purchase orders or vouchers.

Issuance of Debit Cards:

Two debit cards are authorized to be issued to the Village of Millbrook Accounts Payable Account. The Village debit cards may be used to pay for lodging, business meals, fuel, car rentals, and any other goods and services that cannot be obtained by purchase order or voucher. It may also be used to subscribe to goods, software, and other materials that require prepayment through the Internet.

Use of Debit Card:

The following rules shall apply to the use of the Village debit card.

- a. All cards will be kept in a secure location under control of the Village Clerk/Treasurer.
- b. Permission for used of village debit card may be obtained from the Mayor or two Trustees acting in concert. A signed debit card agreement must be on file for each user.
- c. A control log will be maintained by the Clerk/Treasurer recording all debit card use.
- d. A control log will be maintained by the Office of the Village Clerk to document the removal and return of debit cards from the secure location.
- e. All charges must be evidenced by original sales receipts or online invoices upon return of the card. The Clerk/Treasurer will attach said receipts to the prepaid voucher upon review of the monthly bank statement and submit to the Board of Trustees for review at the next regular meeting. If the cardholder cannot produce a receipt he shall be responsible for reimbursement to the Village.
- f. No personal purchases may be made with this card.
- g. No expenditures for entertaining or new business purposes shall be made.
- h. In the event of willful or negligent default of the obligations of the card user, the Board of Trustees of the Village of Millbrook shall take such recovery action as deemed appropriate by law.
- i. The cardholder is responsible for the security of his purchases. The cardholder shall return the card and provide itemized receipts for each purchase to the Village Clerk upon returning to his place of work within 48 hours. The receipts will indicate the reason and nature of the purchase. All receipts and expenditures will be reconciled with the monthly statements and audited by the Village Board of Trustees. Verification of items purchased were actually received will be conducted. Claims will not be paid without documentation.

Village of Millbrook

Email Policies and Procedures

General Policies

Ownership of Email

The Village legally owns all emails that employees and officials create and receive when conducting Village business, regardless of where employees and officials create and receive the emails. Employees and officials have no promise of personal privacy when using email on behalf of the Village.

- All email users of Village email accounts acknowledge that they understand the Village's policy on email ownership each time they log into the Village's system.
- Email users who work at home (the Village Planning Board/ZBA secretary, Board members, Mayor, Building Inspector/CEO, Public Works Supervisor) should have separate email accounts for Village-related emails or, at minimum, should maintain Village emails separately from personal emails.

Training

- The Village Clerk will ensure training on the email system for all new Village officials and employees, and will also provide ongoing training, especially after upgrades or transitions to new email programs.
- New employees will not have access to and use of a Village email account until they are trained on the Village's email policies and procedures.

Managing Email

The Village manages most email as general correspondence and follows the retention periods for general correspondence in the Records Retention and Disposition Schedule MU-1. The Village manages and preserves emails with a retention period of longer than six years in a central file directory on the Village's main server, and ensures email with a retention period of six years or less is destroyed after six years.

Classifying Email

- Email users are responsible for classifying emails, on receipt or before transmission, as either non records or as permanent records.
- Emails that are non records include listserv messages distributed to many recipients, spam, broadcast messages received by officials and employees, and personal messages. A user may destroy non-records immediately.
- Permanent emails document significant policy, decision making, events, or legal issues, or pertain to legal precedents.
- Users must remove permanent emails from their individual email accounts and forward them to the Village Clerk for retention.
- The Village's email archiving appliance will capture all emails, including permanent emails, and will prevent modification or deletion of archived email.

Managing Retention and Disposition

- Permanent emails will be managed and preserved in the shared file directory, along with the Village's other electronic records (see below under "Preservation").
- The Village Clerk will ensure that emails generated during a certain year are purged from the email archiving appliance after six years.
- Email users who work at home should create two subfolders for permanent and non-permanent (six-year) emails, and delete all non-records. They should then periodically forward the two subfolders to the Village Clerk, who will file the permanent emails in the shared file directory. It is not necessary for the Clerk to manage the non-permanent emails, because the system will automatically collect the emails from the Clerk's account and manage the emails as six-year records.
- In rare instances, email users may receive or send an email or attachment that either does not qualify as correspondence or that they wish to save for longer than six years but not permanently. In such cases, they must forward the email to the Village Clerk, who will apply the appropriate retention period and file the email in the shared directory. (Users of personal accounts should also follow this procedure.)
- The email server deletes all messages from individual accounts in the Village email server after ninety days. (Users of personal accounts are strongly encouraged to purge these accounts of Village-related email according to the same schedule, after forwarding copies of record emails to the Village Clerk as described above.)

- Email users may store non-permanent records that they need for daily use on their own computer hard drives. The Village Clerk will prompt email users to review files on their personal drives annually, and to delete those saved emails that have passed their legal retention periods.

Backups

- The Village Clerk will ensure that backups of emails on the email server and the archiving appliance are destroyed according to the retention period stipulated for backups in the Records Retention and Disposition Schedule MU-1.

Preservation

- Emails with retention periods greater than six years will be preserved with other electronic files in the Village's shared file directory.
- The Village Clerk, with assistance from the Village's computer support vendor, will monitor new versions of email software and the archiving appliance to determine whether upgrades are necessary.
- Backups of the email system and archive are to be used for disaster recovery and retention purposes.
- The Village Clerk, with assistance from the Village's computer support vendor, will ensure the ongoing integrity of media used to store emails, as stipulated in the Regulations of the Commissioner of Education (Part 185, 8NYCRR), if the emails are stored offline to removable storage media.

Access to Email

- Emails must be accessible for the duration of their retention periods. Emails are public records that are open and accessible to the public under the same conditions as all other Village records.
- Email users have access to the emails in their individual accounts in the Village system for ninety days. If they need access to some emails for longer than ninety days, they must save those emails on their personal hard drives
- Permanent emails are files in the directory first by Village department and thereafter by subject or document type. Users have read-only access to emails in the shared directory, with some important exceptions. Access to certain emails relating to ongoing law enforcement investigations, court actions, and personnel matters may be restricted by law to specific

individuals in Village government. The Village Clerk will maintain a list of types of emails where access is severely restricted.

- The Village Clerk, as records access officer, will respond to all FOIL requests involving email and , if necessary, will confer with legal counsel about an appropriate response (especially if a request is denied).

E-Discovery

Village staff and officials must be aware that all email messages, including personal communications, may be subject to discovery proceedings in legal actions, and all must respond appropriately to an impending legal action involving email

- Legal counsel will work with the Village Clerk to establish procedures for preserving evidence relating to imminent or ongoing legal actions.
- If a Village staff member or official becomes aware of potential litigation, it is his or her responsibility to notify legal counsel immediately. Counsel will determine what action, if any, needs to be taken.
- The Village Clerk, working with the Village's computer support vendor, will ensure that records of potential relevance in the archive remain accessible for the full extent of the proceeding, which may require moving relevant email records to removable storage media.
- All measures taken in response to an e-discovery action will apply to Village-related emails that are retained by email users working on home computers.

Appropriate Use

Appropriate use will be handled as a security issue. Violation of the Village's appropriate use policy can threaten the Village's computer system, make the Village vulnerable to legal action, and cause irreparable damage to the Village's reputation.

Responsibility for Appropriate Use & System Security

- All email users are expected to know the difference between appropriate and inappropriate use of email. This appropriate use policy applies to anyone who is representing the Village, even if that person is using a personal account on a home computer.
- All users will be prompted to acknowledge their personal responsibility for using email appropriately every time they log into their Village email accounts.

Inappropriate Uses of Email

Email is provided as a tool to assist Village employees and officials in their day-to-day work, facilitating communication with each other, our constituency, and other stakeholders. The Village email system is intended for official communications only, and it is everyone's responsibility to limit personal use of the system.

It is not acceptable to use the Village of Millbrook's email for:

- Any illegal purpose
- Transmitting threatening, obscene, or harassing materials or messages
- Distributing confidential Village data and information
- Interfering with or disrupting network users, services, or equipment
- Private purposes, such as marketing or business transactions
- Installing copyrighted software or computer files illegally
- Promoting religious and political causes
- Unauthorized not-for-profit business activities
- Private advertising of products or services
- Modifying, obtaining, or seeking information about files or data belonging to other users, without explicit permission to do so

Enforcing Appropriate Use

- The Village has the right to address instances of email misuse through disciplinary action or termination, if necessary.
- Messages relating to or in support of illegal activities must be reported to the appropriate authorities.
- The Village Clerk has access rights to all email on the archiving appliance to monitor and ensure system security.
- The Village Board will review alleged violations of the email appropriate use policy on a case-by-case basis.

Technical Security

The Village's computer support vendor has primary responsibility for overseeing the technical security of the Village's email management system.

- The Village's computer support vendor is responsible for providing and maintaining up-to-date anti-virus software, firewalls, and spam filters to

protect the overall system from malicious email messages and other forms of sabotage.

- In the event that email users receive unsolicited email (spam) or email with unexpected and suspect attachments, they must delete these emails and report them to the Village Clerk, who will confer with the Village's computer vendor to assess the security risk.
- Users should exercise similar care when linking to external websites from unsolicited messages.
- Email users must employ passwords to access their email in the Village email system and must change their passwords periodically.
- As a general rule, email users must not share their passwords with other Village officials or employees. In cases of planned or emergency absences, other personnel may be allowed to access the absent person's email, with prior approval from the Village Clerk.

Staff Departure

- If a staff member or official separates from the Village, the Village Clerk will place a hold on the email account of that individual until the account and computer can be reviewed for record content.
- Any Village emails maintained on a home computer by a former employee must be transferred to the Village Clerk for review and disposition.

Training

- All Village employees and officials will be trained in established email use and management policies.
- Training will be provided to all Village email users within the first ten days of employment or appointment, and to all employees when the policy is revised or the Village changes its current email management system.

The Village Clerk will provide or arrange for training that will address the following topics:

- Identifying records, permanent records, and general records management practices
- Responsibilities of employees in records and email management
- Use of the Village email application and its relationship to non-system Village email
- Appropriate use of Village email accounts

VILLAGE OF MILLBROOK

**EMPLOYEE HANDBOOK ACKNOWLEDGEMENT
FORM**

DATE: _____

EMPLOYEE: _____

I have read the official Village of Millbrook Employee Handbook and agree to abide by the contents contained therein.

Signature _____

Received by:
Village Clerk _____

**VILLAGE OF MILLBROOK
EMERGENCY CONTACT FORM**

Employee _____

Address _____

Primary phone _____

Alternate phone _____

In case of an emergency occurring during workday hours please contact:

Primary contact _____

Phone: _____ **Relationship:** _____

Secondary contact _____

Phone: _____ **Relationship:** _____

Hospital Preference _____

Medically Relevant Information _____

Child Guardianship Issues _____