

CSS Workforce New York
Personnel Committee Meeting Minutes

Date: 10/14/2021 (3:00pm)

Location: Zoom

Attendees: Jeanne Eschbach, Kelly, Long

CSS Staff: Phyllis Balliett, Melissa Johnson

2:09 PM Meeting Called to Order

➤ **Review of Current Personnel Handbook:**

- **Table of Contents** – To be updated after all pages/topics updated.
- Discussion to add an organizational chart to the handbook.
- **Letter to Employee (page 2)** – *Change Executive Director from Daniel Porter to Phyllis Balliett*
- **Hatch Act Compliance (page 5)** – *Add a little more description of the Hatch Act.*
- **Procedure for Hiring & Orientation (Page 7)** – Remove Orientation from title. *Add Internal Candidates are welcomed an encouraged to apply for other positions available.*
- **Employee Change of Status (Page 9)** – All employees will be notified in writing of a change in status with respect to job position, job description, hours, salary, or benefits. *Add with a copy retained in the personnel file.*
- **Equal Employment Opportunities Affirmation Action Grievance Policy (Page 10)** – *Add information for New York State Sexual Harassment.*
- **Compliant Resolution – Federal (Page 18)** – *Add contact information for WIOA Compliant Officer*
- **Sick Leave (Page 21)** – Discussion around the new NYS Sick Leave policy effective January 1, 2021. –Kelly will look for information on this and send to Phyllis. *Add new sick leave policy to manual, include domestic partners.* There was also discussion about allowing sick time to roll over with a max or cap.
- **Disability Insurance (Page 22)** – Add information on Short-Term Disability. Long Term Disability is not offered, Remove wording - Long Term Disability coverage providing salary continuation at 60% to age 65 after 90 days of disability is provided at no cost to the employee. Eligibility is after 90 days of service for full time employees.
- **Holidays (Page 25)** – *Add Juneteenth and add two (2) floating holidays for a total of four (4) floating holidays. Add clause Holidays may not be taken prior to the day on which they are celebrated. Replace with if a holiday falls on a Saturday, then that holiday will be celebrated on the Friday prior to the holiday. If a holiday falls on a Sunday, then it will be celebrated on the Monday after the holiday.*

- **Compensatory Time (Page 26)** – In title line add Only for Exempt Employees. Also add compensatory time must be within the same week.
Will resume on page 27 at next meeting scheduled for October 25th, 2021 at 1:00 pm.
Mel will send out a Teams invitation for this meeting.

Meeting Adjourned: 4:00 pm

Next Meeting: October 25th, 2021, at 1:00 pm