

CSS Workforce New York
Personnel Committee Meeting Minutes

Date: 10/25/2021 (1:00 pm)

Location: Microsoft Teams

Attendees: Jeanne Eschbach, Kelly, Long

CSS Staff: Phyllis Balliett, Melissa Johnson

1:04 PM Meeting Called to Order

➤ **Review of Current Personnel Handbook:**

- **Payroll (page 27)** – Discussion of possibly changing payroll to bi-weekly.
- **Lunch Periods (page 28)** – No changes.
- **Agency Hours (page 29)** – Change to read: *“CSS Workforce New York agency official hours are from 8:00-4:30 Monday through Friday. Individual program hours may vary depending on customer need and approval of the Executive Director”.*
- **Salary Scheduled Annual Pay Increases (page 30)** – Change first line to read: Based on funding availability, staff increases may be awarded annually based on performance.
- **Performance Review (page 31)** – Move 2-5 to Procedure for Hiring (page 7).
- **Disciplinary Action (page 32)** – On #2 Remove “The Written reprimand may also include that suspension without pay. Add Performance Improvement Plan may be issued. Remove #3 – If the employee’s performance or conduct does not meet standards identified in the written reprimand, he/she will be subject to suspension without pay.
- **Personal Appearance (page 35)** – Need to reword and include definition of casual wear.

- **Recording Work Time, Tardiness, Absenteeism (page 36)** – Add “All time to be entered into Paychex and submitted by 9:00 am every Friday. Remove wording – CSS Workforce New York available working hours are designated from 7:30 a.m. to 5:00 p.m., Monday through Friday, though each employee may have a different schedule. CSS Workforce New York’s goal to be available to the public, therefore, requires that, unless appointments take employees outside the agency, no one is to leave before 4:00 p.m. or at the discretion of the Executive Director or Deputy Director.

Timecards at CSS Workforce New York will be collected each Monday after the pay period. In the event that these timecards reveal any shortage of hours due to late arrivals/early departure, etc., a leave request slip from that employee should account for the missing time.

Remove - If, for any reason, be it illness or otherwise, you will be tardy or absent, you must report that fact and give an indication of the expected duration of your absence directly to the Executive Director or Deputy Director. You should also inform the Executive Director or Deputy Director of anything of importance required to be done

that day so that alternative arrangements can be made to satisfy the obligations that you were to fulfill on our behalf. This procedure must also be followed when the employee finds that he or she will be late for work or must leave work for any reason.

**Next meeting scheduled for November 3rd, 2021, at 9:00 am. The committee will resume on page 37. Mel will send out a Teams invitation for this meeting.*

Meeting Adjourned: 2:04 pm

Next Meeting: November 3rd, 2021, at 9:00 am