

**CSS Workforce New York**  
**Personnel Committee Meeting Minutes**

**Date:** 11/03/2021 (9:00 am)

**Location:** Microsoft Teams

**Attendees:** Jeanne Eschbach, Kelly, Long

**CSS Staff:** Phyllis Balliett, Melissa Johnson

**9:00 AM Meeting Called to Order**

➤ **Review of Current Personnel Handbook:**

- **Travel/Milage** (page 38/39) – Simplify wording adding NYS Per Diem rates & link add Jeanne sent [Per Diem Rates | GSA](#)
- **Change of Address** (Page 40) – Remove wording - Each employee must supply the Fiscal Department with his or her current address and telephone number and any changes in them during the course of the employee’s tenure with us.
- **Telephone Use** (page 41) – Write a general statement to include legal, ethical & appropriate manner.
- **Conduct of Employees** (page 42) - Add the following will constitute gross misconduct. Add wording about confidentiality. Change #4 from illegal to controlled. Remove #6, 9 & 13. Change #7 to Any weapons, change #8 – No soliciting or accepting gratuities from clients, visitors, or staff. Move #11 & 12 to page 7/8 (procedure for hiring). Combine w/ #8 & Skinny down. Skinny down and combine #15 with 11 & 12 then move to page 7/8 (procedure for hiring).
- **Time Off Without Pay** (page 45) - Remove
- **Request For Time Off Without Pay** (page 46) – Remove
- **Jury Duty** (page 47) – Remove less their juror’s pay. Add a copy of the summons needs to be submitted to Fiscal. Add - If an employee is released from jury duty after 4 hours or less of service, he or she must report to work for the remainder of the day (wording from Hilliard handbook page 30)0
- **Add – NYS Voting Leave** – Use wording from Hilliard handbook (page 30).
- **Military Leave of Absence** – Look at wording from Hilliard handbook (page 30)
- **Educational Assistance** (page 49/50) – Remove all wording (CSS does not offer)
- **Life Insurance/Death Benefit** (page 51) – Phyllis will check with Patti on this.
- **Retirement (page 52) -**

*\*Next meeting scheduled for November 10<sup>th</sup>, 2021, at 1:30 pm. The committee will resume on page 53 (Medical Insurance). Mel will send out a Teams invitation for this meeting.*

**Meeting Adjourned: 10:05 am**

**Next Meeting: November 10<sup>th</sup>, 2021, at 1:30 pm**