

# Village of Middleburgh Employee Handbook



Proposed Revision: January 5, 2026

Adopted by Village Board of Trustees

# Forward

The Village of Middleburgh is only as strong as its employees, who work day in and day out to provide services to the residents and constituents of Middleburgh. This can be as benign as filing paperwork or as complicated as fixing a water line break, but all work builds toward a stronger community.

The following pages contain information regarding some of the policies and procedures of the Village of Middleburgh. This is not an employment contract, nor is it intended to create contractual obligations of any kind for the Village of Middleburgh or Village employees.

The policies and procedures outlined in this handbook will be applied by the Village of Middleburgh, which reserves the right to deviate from the policies and procedures of this handbook, or to withdraw or change them at any time. The contents are subject to change due to Federal, State or Local Law mandates. Village employees will be notified when an official change in policy or procedure has been made.

The Village of Middleburgh values the many talents and abilities of its employees and seeks to foster an open, cooperative, and dynamic environment, where employees and the Village can thrive alike through mutual respect. Any questions about policies or procedures outlined in this handbook should be brought to the attention of the Village of Middleburgh Board of Trustees or the Personnel Committee.

# Employment Practices

## **Public Service**

Village of Middleburgh employment exists to serve the residents of the Village of Middleburgh. All employees have the opportunity each day to assist others and make the community a great place to live, work, and play. Demonstrate that commitment to serve every day with a positive attitude about the Middleburgh community, your work, and yourself.

## **Equal-Opportunity Employment**

The Village of Middleburgh is committed to providing equal employment opportunities to all employees, without regard to race, color, religion, gender, national origin, age, disability, marital status, sexual orientation, or any other characteristics protected by law.

Employees with questions or concerns regarding any type of discrimination in the workplace are encouraged to bring these issues to the attention of the Board of Trustees. Employees can raise legitimate concerns and make good-faith reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discriminatory practices shall be subject to disciplinary action, up to and including, termination.

## **Unlawful Harassment**

Employees are entitled to a work environment free from all forms of discrimination, including sexual harassment – whether in person or on social media. It is against the policy of the Village of Middleburgh for an employee to harass another individual in violation of the Equal-Opportunity Employment clause; any actions, words, jokes or comments based upon such characteristics will not be tolerated. Employees shall treat each other with respect, dignity, and courtesy.

The Village of Middleburgh also endeavors to protect employees, to the extent possible, from reported harassment by non-employees in the workplace. Any employee who wishes to report a possible incident of harassment of any sort shall promptly report the matter to his/her immediate supervisor and the Mayor. The Village of Middleburgh will conduct a prompt investigation as confidentially as possible under the circumstances through the Personnel Committee.

When appropriate, all disciplinary issues will be handled by a combination of the Department Head, Mayor, and/or the Personnel Committee following the guidelines set forth in its disciplinary policy (*please refer to the Village of Middleburgh Disciplinary Procedure Policy, labelled Appendix A at the end of this manual*).

## **Employment Categories**

The Village employee benefits contained within this manual shall apply to any Village employee who is a full-time, permanent employee, as defined herein, except as may be provided specifically for department heads or by statute, or to Village employees who are covered by collective bargaining agreements. The following definitions shall apply to administration of this manual, except as otherwise specifically provided:

Department Head: Village employee, in a department head capacity – Village Clerk, Superintendent of Public Works, Sewage Plant Superintendent.

Elected Official: Individuals elected via popular vote to the Board of Trustees, consisting of one Mayor and four Trustees. Besides for participation in the New York State Retirement System, Elected Officials will not be eligible for any of the benefits offered to Department Heads, Full-Time Employees or Part-Time Employees.

Village Employee: An employee, including department heads, who is not a member of a bargaining unit.

Full-Time Employee: A Village employee normally scheduled for regularly working 40 hours (which includes lunch and breaks) per week.

Part-Time Employee: A Village employee normally scheduled for and regularly working less than 40 hours per week.

Permanent: A person appointed as a provisional or permanent employee under Civil Service Law.

Probationary Status: The performance of every newly-hired or newly-promoted (full-time permanent and part-time permanent) Village employee will be evaluated to determine further employment status. Probationary period is a term of six (6) months. Village employees who satisfactorily complete this period will be notified of his/her employment classification. Unsatisfactorily probationary periods may result in termination of employment (for new hires), or revocation of appointment status.

Temporary: An employee, other than one appointed as provisional or permanent, under Civil Service Law.

Any benefit for full-time, permanent Village employees, who may have been temporary, or part-time employees prior to or during their period or periods of full-time employment, which is based upon years of service, shall be calculated only in accordance with the period of time for which such employee has been entitled to such benefit.

Any compensation or benefit for full-time, permanent Village employees who may leave or have left Village service and returned to said service in any capacity after June 01, 1991, shall be calculated only in accordance with the period of time from which the employee reenters Village service.

### **Employee Standards of Conduct**

The following list of directives represents the conduct standards for employees of the Village of Middleburgh. The basis for these regulations is the following policy: Every employee is expected to operate in a highly self-disciplined, positive, productive, mature and respectful manner. Failure to do so may result in disciplinary action, suspension or termination.

#### **Employees Shall:**

- Adhere to all policy directives set forth by the Mayor and Board of Trustees.
- Use his/her training and capabilities to protect and serve the public at all times.
- Work competently in his/her position, to ensure all department programs operate effectively.
- Always conduct himself/herself to reflect positive credit upon the Village of Middleburgh.

- Supervisors/Department Heads will manage in an effective, considerate manner; subordinates will follow instructions in a positive and cooperative manner.
- Always conduct himself/herself in a manner that maintains good order within the Village.
- Keep himself/herself informed to perform his/her job safely and effectively.
- Be concerned and protective of other employees' safety and welfare.
- Operate safely and use good judgment and treat Village equipment and property with respect.
- Observe the work hours of his/her position.
- Employees and/or volunteers operating Village-owned vehicles, and any volunteer who is covered by Village insurance while responding to an emergency call, shall maintain New York State Department of Motor Vehicle requirements for proper licensing. Any Motor Vehicle violations shall be reported immediately to the Village's Personnel Committee.

### **Employees Shall Not:**

- Engage in activity that is detrimental to the Village of Middleburgh.
- Engage in a conflict of interest to the Village of Middleburgh.
- Use his/her position with the Village of Middleburgh for personal gain or influence.
- Fight, threaten, or bully.
- Lie, cheat, or steal
- Use alcoholic beverages, debilitating drugs, or any controlled substance which could impair his/her physical or mental capacities while on duty.
- Engage in any sexual activity while on duty.
- Conduct himself/herself in a manner, while on or off duty, which would bring discredit upon himself/herself, or the Village of Middleburgh, either in-person or online.
- Smoking, use of e-cigarettes, or any tobacco product, are *prohibited* in all Village of Middleburgh buildings, in Village-owned vehicles, and at Village worksites (unless on lunch or break, and away from the worksites).
- Employees' children are not allowed at the workplace on a regular day-care basis; exceptions for irregular day-care, emergency situations, and other accommodations are subject to approval by supervisor.

### **Dress Code**

The Village of Middleburgh strives to provide a safe working environment for all Village employees. Therefore, the Superintendent of Public Works and all Laborer's must wear Village issued attire at all times during work hours. Shorts, cut-offs, etc. are generally discouraged, but allowable during summer weather to ensure employee comfortability. Failure to adhere to the dress code regularly may result in disciplinary action.

### **Medical Insurance**

The Village of Middleburgh offers health insurance to eligible employees. Please contact the Village Clerk's office for further details.

### **Performance Reviews**

Each employee will receive a formal written appraisal of his/her work performance prior to completion of his/her probationary period and annually thereafter. This evaluation is designed to advise the employee of his/her progress in the performance of his/her duties, and improvement of the same.

Annual employee performance evaluations will be conducted on a one-on-one basis with the employee and the Personnel Committee. Supervisors will be asked to provide input as well. Employees are required to view and sign the annual evaluation.

### **Personnel Files and Village-Related Files**

The Village of Middleburgh maintains a personnel file for each of its employees. These files will not be copied nor removed from the premises unless there is a legitimate business reason for doing so. Personnel files may only be accessed by, and are the responsibility of, the Village Clerk, Deputy Clerk, Mayor, and Village Personnel Committee. An employee may view his/her personnel file during normal business hours upon written request to the Village of Middleburgh Board of Trustees. No employee may alter or remove any document from his/her personnel file.

### **Compensation/Payroll**

All Village employees will have positions allocated to grade and receive regular compensation pursuant to the Village's compensation schedule for non-unit employees. Employees are paid bi-weekly on Friday. Should payday fall upon a holiday, the employee will be paid the Friday prior to the regular payday. Paychecks are available after 9:00 AM on payday from the Village Clerk's office.

### **Attendance**

Each employee is expected to attend work regularly and report on time. If any employee is unable to report to work for any reason, he/she must contact his/her supervisor as far in advance as possible. Unsatisfactory attendance may be cause for disciplinary action, up to and including termination.

### **Work Hours**

The Village of Middleburgh follows a 40-hour work week, which includes paid lunch and break times. The normal work week is Monday through Friday, eight hours daily, which includes a half-hour lunch and two fifteen-minute breaks. Extending the workday to include a lunch break does not constitute overtime. Scheduled days and work hours may vary upon your title and will be established by your supervisor. Employees that do not adhere to work hour parameters may be subject to disciplinary action, up to and including termination.

### **Overtime Compensation, Stand-By Allowance, and Weekend Schedule**

Department Heads are ineligible for overtime compensation, as they are exempt under the Fair Labor Standards Act. Employees authorized by the Department Head to work in excess of their regular work week shall be paid at straight time up to 40 hours in a work week. No employee may accrue any compensatory time or work in excess of their regular workweek without express permission from the Mayor and/or the Village Trustees.

All non-exempt employees working in excess of 40 hours in a work week shall be given compensatory time at the rate of one-and-one-half (1.5) for all additional work in excess of 40 hours. In the event of a Village emergency (snow storms, floods etc.) nonexempt employees will be paid at the rate of time-

and-one-half (1.5) for all additional work in excess of 40 hours. All paid overtime must be approved by the Mayor and or the Village Trustees.

Compensatory time must be used within 30 days from when it was accrued.

If the employee receives approved paid for overtime, the payment for said overtime will be paid in the pay period following the period in which it is earned; if over time is earned within the last week of the calendar year, it will be paid in the first paycheck of the next year.

Entitled time-off for vacation, sick leave, personal, and holidays shall be counted in determining hours worked in the regular work week.

Non-Department head employees in the Water and Sewer Departments who are regularly scheduled for weekend rotation duties shall be compensated at the rate of two (2) hours for each weekend day (total two (4) hours of compensatory me). A holiday weekend day in the rotation shall be paid out as overtime.

### **Longevity & Retention**

Employees shall receive longevity payments and retention bonuses in recognition of employment with the Village. Payments shall be made in accordance with the following schedule:

After six (6) months of service an employee shall receive a \$100 retention bonus.

After one (1) year of service an employee shall receive a \$200 retention bonus, which shall be increased by \$10 annually through the fifth (5<sup>th</sup>) year of service in transition to longevity payment.

After five (5) years of service an employee shall receive a \$300 longevity payment, which shall be increased by \$10 annually through the tenth (10<sup>th</sup>) year of service.

After ten (10) years of service an employee shall receive a \$400 longevity payment, which shall be increased by \$10 annually through the fifteenth (15<sup>th</sup>) year of service.

After fifteen (15) years of service an employee shall receive a \$500 longevity payment, which shall be increased by \$10 annually through the twentieth (20<sup>th</sup>) year of service.

After twenty (20) years of service an employee shall receive a \$600 longevity payment, which shall be increased by \$10 annually for each year after 20 years.

The Longevity and Retention Scale shall be reviewed every three years to ensure competitiveness and flexibility for inflation. Longevity payments shall be due and payable with the first paycheck in the month of December, and will include the number of full years of service as of December 31<sup>st</sup> of that year. Elected Officials are not eligible for longevity payments.

In the event an employee retires from Village service under New York State Retirement benefits, the Village shall pay a pro-rated amount, equivalent to the number of full months served and based upon the number of years of service as of December 31<sup>st</sup> of the year prior to retirement, pro-rated if the employees retired during the year.

### **Meal and Coffee Breaks**

Employees are entitled to a thirty (30) minute meal break during an eight-hour shift, and two (2) fifteen (15) minute breaks, both morning and afternoon, during a continuous four-hour shift, unless such action is impractical due to staffing requirements.

### **Health Insurance**

Health insurance for new Village Clerk, Public Works Superintendent, and Sewer Treatment Operator will be negotiated as part of compensation package. Elected Officials are not eligible to join the health insurance plan.

Any full-time employee who is on unpaid leave status for more than 30 days must reimburse the Village of Middleburgh in full for the total monthly health insurance premium. Any full-time employee after 10 years of service with the Village who is on unpaid leave status for more than 90 days must reimburse the Village of Middleburgh in full for the total monthly health insurance premium. If employee returns to work all health Insurance premiums must be paid before being reinstated for full Village benefit coverage.

Upon termination of employment with the Village, coverage will end on the last day of the same month as termination.

Those full-time employees eligible for health insurance, and choosing not to take it, will be offered a \$1500.00 per year buyout. Payable: \$750 twice a year on Nov. 30th and May 31st (Retroactive to people employed and eligible as of July 1, 2020). All eligible employees hired after April 1, 2025 shall be responsible for 25% of their insurance premium.

### **Health Insurance Coverage for Retired Village Employees:**

Effective January 1, 1997, the following policy will apply for full me village employees mee ng the N.Y.S. pension retirement requirements and who retire under that system. No coverage for employees who take other government employment other than elected part-time positions with no health insurance coverage. At age 65, it would become Medicare supplement insurance.

20+ years of service: 100 percent% of single coverage; no family or 2 party coverage unless it is completely paid for by the retired employee on a monthly basis.

### **Vacations, Sick Leave, Holidays and Personal Time**

#### **Eligibility**

Only Full-time employees assigned to regularly scheduled duties are eligible for benefits. Where the accrual of benefits is contingent upon a period of time, it shall be understood that those working less than five (5) days – forty hours per week will be required to work the equivalent of the stated time, to accrue vacation or sick leave.

#### **Vacation**

Each employee must work (6 months) before any vacation may be taken. Based on a five (5) day week – forty (40) hours each employee must work (6 months) before any vacation may be taken. Based on a five (5) day week – forty (40) hours. Vacation Schedule as follows: 6 months – 1 week, - 2 to 4 years – 2 weeks, 5 to 9 years – 2 weeks, adding 1 day each year, - 10 years – 3 weeks, 15 years – 4 weeks



thereafter. All vacation time must be used within the year, following the eligibility date. At the end of each fiscal year employees will be compensated for unused earned vacation.

The vacation provisions of this policy are not applicable to part-time or temporary employees. Deputy Clerk after 1 year will be eligible for 1 – week, after that they will accrue 1 day per year capping out 15 days max.

Vacations may be limited to a specific period within the year. The number of employees who are on vacation at the same time may be limited at the discretion of the department head in conjunction with Village Board.

Employees may express preference for a time at which to take a vacation and such preference shall be given priority in scheduling vacations. Preference for vacation time shall be put in writing at least two weeks in advance of period requested and given to the department heads. The department heads in conjunction with the Village Board according to workloads shall schedule vacations.

If an employee, who has completed the minimum eligibility requirements for a vacation resigns, is laid off, is discharged, or dies, he/she or his/her survivors will be paid for any vacation me accrued at the prevailing rate of pay.

The minimum portion of vacation that may be taken at one time is one-half (1/2) of a day.

### **Bereavement**

All eligible employees are entitled to 1 week for immediate family.

### **Sick Leave**

One (1) day per month of sick leave will be earned for each month worked after one (3) month probation period. Sick leave will have no cash redemption value on termination of employment or retirement. A medical certificate may be required at any me in cases where sick leave extends beyond three (3) working days. Use of accrued sick days in connection with pregnancy and childbirth shall be permitted. Special request for extension of sick leave in case of emergency may be made to the Village Board. Recurrent use of sick leave shall be regarded as excessive absenteeism, and cause for a warning. Three or more occurrences of illness within three months may be considered excessive. Sixty (60) days sick leave may be accumulated.

After 6- months of service – three (3) days of Personal Time per year may be taken. No accumulation.

### **Holidays**

Employees shall receive not more than thirteen (13) paid holidays in each calendar year. Time and half will be paid for employees working on the following Holidays.

Holidays shall include one (1) floating holiday and the following:

- New Year's Day
- Martin Luther King Day
- Presidents Day
- Memorial Day
- Juneteenth

- Independence Day
- Labor Day
- Columbus Day
- Election Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day

### **Other Leave**

**Department Heads Only:** The Village compensation schedule, as it relates to Department heads, is based upon a 40-hour work week (which includes lunch and break), as established by the Village. Due to the nature of their work, Department heads are generally expected to work during regular business hours and undertake duties after hours, as are required. However, due to the additional meetings, commitments, emergencies, and off duty events which must be attended, it is recognized that reasonable allowance must be made for such work, as long as provisions are made for office staffing.

Department heads will be allowed absences of short duration without reporting requirements, other than advising their staff of his/her expected return, and, if possible, where he/she may be reached. These absences should not average more than two hours in any typical week.

### **Payments Upon Death**

In the event of the death of the employee while still employed with the Village, any wages and/or benefits to accrue to an estate will be forwarded to the estate of the deceased. The estate shall be responsible for return of clothing, equipment, or other issued items, and any other liability the employee may have had with the Village. Any payments by the Village will be held until such liability is cleared or until a deduction from benefits is authorized by the estates.

### **Retirement**

The Village of Middleburgh participates in the New York State Retirement System. Contact the Village of Middleburgh clerk's office for further details.

### **Separation From Service**

**Department Heads Only:** Upon voluntary separation from Village Service, except for reasons associated with misconduct, each Department Head shall receive \$10 a day for each day of unused sick time. If the Department Head has more than twenty years of service, the sick accruals may be used to extend health insurance after retirement.

**All Employees:** Upon separation from Village service, all employees must return any Village-owned equipment (i.e. PPE gear), including all identification badges. Unused time accruals, except for those specifically outlined in this manual, shall be forfeited upon voluntary separation. The Village reserves the right to withhold the employee's final paycheck until all Village-owned equipment is returned.

### **Jury Duty**

An employee called for jury duty will be paid his/her regular pay from the Village for the hours he/she is routinely scheduled. An employee called for jury duty will not be required to charge accruals.

Any employee reporting for jury duty having more than one hour of regular work time remaining either before or after daily discharge from duty, excluding travel time if court is held outside the Village, shall report for work for that portion of the regular work time not taken by the court.

Upon receipt of jury duty notification, the employee must immediately notify his/her Department Head/Supervisor and provide documentation prior to reporting to the court, and submit documentation of his/her attendance at jury duty upon returning to work.

Personal court matters which require the employee's attendance shall be charged against the employee's appropriate accruals.

### **Protective Clothing and Equipment**

The Village will provide to the department employees which require same, personal protective equipment (PPE), such as eye protection, hearing protection, safety vests, hard hats, chaps, winter coats and work gloves. Required PPE must be worn by all employees during the course of business. All OSHA/PESH regulations regarding PPE requirements must be followed by all employees, within those Departments which are governed by same. Such items remain the property of the Village, and employees are responsible for their return in the event of separation or termination.

All full-time Village crew members will be issued \$200 per year to go towards the purchase of new work boots.

# Appendix

## Appendix A

### Disciplinary Policy

The Village of Middleburgh Board of Trustees has instituted a Disciplinary Policy to protect both the employee and management.

Any issues noticed by the supervisor or brought to the attention of the Department Head and/or the Mayor, Village Personnel Committee, and which require disciplinary action, shall be dealt with in a timely, efficient, and totally confidential manner. The matter will be thoroughly investigated, including but not limited to, signed witness statements and any other evidence deemed necessary to reach an impartial conclusion.

The Disciplinary Policy is as follows:

***Verbal Counseling*** – no documentation in Personnel File

***Written Warning*** – copy placed in Personnel File; copy to Personnel Committee

***Notice of Discipline*** – only after discussion and approval of Personnel Committee and Mayor (copy placed in Personnel File; copy to Personnel Committee). Discipline may range from verbal counseling or written warning to suspension (paid/unpaid) or termination, depending on the severity of infraction.

The Department Head and/or Personnel Committee and the Mayor may require an updated review of the employee's progress after each disciplinary procedure. This would require a meeting between the Department Head and/or Personnel Committee, Mayor and the employee.

Upon serving a Notice of Discipline, and after a thorough and unbiased review of the above entire disciplinary process by the Personnel Committee, it will bring its recommendation of a possible penalty imposition to the Mayor and Village Board of Trustees. The Board Members, including the Mayor, will discuss and impose a possible penalty, including possible termination. The final penalty will be decided by the Mayor.

The employee will read and sign all written disciplinary documents. Signature is required for proof of receipt of written disciplinary action only and does not constitute the employee's agreement with same.

The employee has the right to refute any disciplinary action and must submit his/her concerns in writing to the Personnel Committee within ten working days of receipt of disciplinary correspondence. Should the employee submit such a request, and within ten days of request receipt, the Personnel Committee and the Mayor shall review all documentation submitted by the employee and the Mayor will make the final determination and notification to the employee and Department Head in writing as to the warranting and validity of the initial disciplinary action, and any subsequent actions which may need to be taken.

## **Appendix B**

### **Internet Policy and Social Media**

We expect our employees to respect and protect Village equipment. “Village equipment” in this computer usage policy includes company-issued phones, laptops, tablets and any other electronic equipment, that belongs to the Village.

EMPLOYEES SHALL NOT USE EQUIPMENT OWNED BY THE VILLAGE TO:

- Download or upload or send obscene, offensive or illegal material.
- Send confidential information to unauthorized recipients.
- Invade another person’s privacy and sensitive information.
- Download or upload movies, music and other copyrighted material and software.
- Visit potentially dangerous websites that can compromise the safety of our network and computers.
- Perform unauthorized or illegal actions, like hacking, fraud, buying/selling illegal goods and more. We also advise our employees to be careful when downloading and opening/executing files and software. If they’re unsure if a file is safe, they should ask their supervisor. The Village may install anti-virus and disk encryption software on Village computers.
- Village employees may not deactivate or configure settings and firewalls without managerial approval. The Village won’t assume any responsibility if employee devices are infected by malicious software, or if their personal data are compromised as a result of inappropriate employee use.