

A WORKSHOP TO UPDATE THE EMPLOYEE HAND BOOK WAS HELD AT THE ROSE TOWN OFFICE BUILDING, 5074 NORTH MAIN STREET, NORTH ROSE, WAYNE COUNTY, NEW YORK STATE, ON WEDNESDAY APRIL 3, 2024 AT 4:30 P.M. WITH SUPERVISOR CONVERSE PRESIDING.

PRESENT: Scott J. Converse, Supervisor
Henry D. Dunphy, Councilman
Christine M. Rice, Councilwoman
Jennifer M. Murphy, Councilwoman

ABSENT: Richard A. Lasher, Councilman

Also Present: Bookkeeper Tara Learo and Town Clerk Ann Gonzalez

Supervisor Converse opened the workshop by leading all in the Pledge of Allegiance to the Flag.

The Town Board set the workshop for the employee hand book to update policies, dates of holidays, compensations, holiday and sick leave, disability leave and requirements for all that are employed by the Town. The Board members had a copy of the current handbook as well as a new handbook to review from Paychex, the business who will be assisting in the rewrite. All attendees went through the 2024 proposed handbook rewording and correcting line items so they pertained to the Town. Paychex highlighted in detail what were State requirements that could not be removed from the handbook. After much discussion the Board recessed the workshop to resume on April 11th, 2024 at 4:30 P.M. at the Town Office Building.

A motion was made by Councilman Dunphy, seconded by Councilwoman Rice, and agreed upon by all to recess the meeting and pick up again on April 11th, 2024 at 4:30 P.M. at the Town Office Building, at 7:16 P.M.

Town Clerk

A WORKSHOP RECONVIENED TO UPDATE THE EMPLOYEE HAND BOOK WAS HELD AT THE ROSE TOWN OFFICE BUILDING, 5074 NORTH MAIN STREET, NORTH ROSE, WAYNE COUNTY, NEW YORK STATE, ON THURSDAY APRIL 11, 2024 AT 4:30 P.M. WITH SUPERVISOR CONVERSE PRESIDING.

PRESENT: Scott J. Converse, Supervisor
Henry D. Dunphy, Councilman
Christine M. Rice, Councilwoman
Jennifer M. Murphy, Councilwoman

ABSENT: Richard A. Lasher, Councilman

Also Present: Bookkeeper Tara Learo and Town Clerk Ann Gonzalez

Supervisor Converse opened the workshop by leading all in the Pledge of Allegiance to the Flag.

All present resumed the workshop to continue to update the employee handbook. The group discussed part time employee regulations, full time employee regulations, benefits, and education. There was also discussion of company vehicle use, internet safety, social media, dress code, drug and alcohol policies, and sexual harassment to name a few. After much discussion, the Board moved to set a date at the following meeting to talk over health insurance.

A motion was made by Councilwoman Rice, seconded by Councilwoman Murphy, and agreed upon by all to set a workshop date at the following Board meeting and to adjourn at 7:04 P.M.

Town Clerk

